

***ASAP<sub>sm</sub>***

***Automated Standard Application  
for Payments***

***The ASAP Guide  
for  
Payment Requestors***

JUNE 2000

**THE ASAP GUIDE FOR PAYMENT REQUESTORS**  
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# **CHAPTER 1:**

  

# **FOUNDATIONS**

## PURPOSE

This chapter:

- Introduces the basic ideas behind the ASAP system;
- Explains how to read the Guide; and
- Provides a checklist of what is needed before using ASAP.

## WHAT IS ASAP?

The Automated Standard Application for Payments (ASAP) is a system through which organizations receiving Federal dollars can draw funds preauthorized by Federal Agencies for payment through the U.S. Treasury.

ASAP is an all-electronic payment and information system developed jointly by the Financial Management Service (FMS) of the U.S. Treasury and the Federal Reserve Bank of Richmond.

## ASAP USER ORGANIZATIONS

In ASAP,

- < **Federal Agencies** provide funds;
- < **Payment Requestors** draw the Federal funds;
- < **Recipient Organizations** use the Federal funds; and
- < **Regional Financial Centers (RFCs)** of the Financial Management Service provide customer support to ASAP users.

A "Payment Requestor" in ASAP is an **organization authorized to draw Federal funds** for deposit into bank accounts it specifies.

In some instances a Recipient Organization has the authority to draw its own Federal funds, in which case that organization is **both** a Payment Requestor and a Recipient Organization in ASAP.

In other instances only a **separate** Payment Requestor, such as a State Treasurer or Controller, has the authority to draw down Federal funds for use by one or more Recipient Organizations.

ASAP distinguishes between the roles of "Recipient Organization" and "Payment Requestor" because each role allows a different set of system capabilities.

## HOW ASAP WORKS

- < Federal Agencies, Payment Requestors, and Recipient Organizations **enroll** once to use ASAP.
- < Federal Agencies establish and maintain **accounts** in ASAP to control the flow of funds to Recipient Organizations.
- < Payment Requestors initiate **payment requests** via ASAP to meet the cash needs of Recipient Organizations.
- < Approved requests may be paid the **same day** via the Federal Reserve's **FEDWIRE** system.
- < Approved requests may be paid **on a business day from one to 32 calendar days** from the request date via the **Automated Clearing House (ACH)** system.

## ACCOUNTS

All funds in the ASAP system reside in **Accounts**. These accounts are defined and created by each Federal Agency for its own programs in ASAP. Below are some important points to remember about ASAP Accounts:

- < The structure of each ASAP Account **always** includes the Federal Agency providing the funds, the Recipient Organization using the funds, and an **Account ID** chosen by the Federal Agency to track the funds. Each ASAP Account is unique.
- < The ASAP Account is the **lowest level** at which the Federal Agency maintains transaction activity in ASAP. It can represent a program, a group of programs, or some unit within a program.
- < For each ASAP Account, there is only **one** Payment Requestor that can draw funds from that account.
- < Federal Agencies fund their ASAP accounts by entering spending **authorizations**.
- < The amount of money in each ASAP Account available for drawdown by a Payment Requestor is called the **available balance**.
- < ASAP Accounts are **not bank accounts**, and available balances are not funds in your bank account. When a Federal Agency enters an authorization to an ASAP Account, no money leaves the U.S. Treasury until 1) a payment request is made and approved against that ASAP Account and 2) the payment settles at the Payment Requestor's financial institution.

## IDENTIFIERS

To summarize, ASAP transactions revolve around **Federal Agencies**, **Payment Requestors**, **Recipient Organizations** and **ASAP Accounts**. In order to use ASAP, you must become familiar with the identifiers for each.

- < Each Federal Agency is identified by a unique **Agency Location Code** consisting of 8 digits.
- < In cases where there are multiple regional offices of the same Federal Agency in ASAP, a 2-character **Region** code is used in addition to the Agency Location Code to distinguish each regional office.
- < Each Payment Requestor is identified by a unique 7-digit **Requestor ID**.
- < Each Recipient Organization is identified by a unique 7-digit **Recipient ID**.
- < The **Account ID** is part of each ASAP Account. It is from one to 20 characters long, consisting of letters and/or numbers. It is assigned by the Federal Agency according to its own internal account structure.

Putting the pieces together, you can specify an **ASAP Account** from which to draw funds by indicating a valid combination of:

**Agency Location Code/Region + Recipient ID + Account ID.**

NOTE: A "valid combination" is one created by the Federal Agency when establishing the ASAP Account in the system. The Federal Agency also specifies the Requestor ID of the Payment Requestor allowed to draw funds from that account.

The following table summarizes the identifiers used in ASAP:

<b>BUSINESS-LEVEL ENTITY</b>	<b>ASAP SYSTEM IDENTIFIER</b>
Federal Agency	Agency Location Code/Region
Payment Requestor	Requestor ID
Recipient Organization	Recipient ID
ASAP Account	Valid combination of Agency Location Code/Region <i>plus</i> Recipient ID <i>plus</i> Account ID



## HOW TO READ THIS GUIDE

Each of the following chapters in this Guide begins with an overview of the major concepts of that chapter, followed by one or more sections. Each section has one or more **Examples** in which a sequence of ASAP screens shows you how to perform a particular function step by step. Please see the following page for a sample Example.

In all Examples, shaded characters indicate data the user types on a screen. **Bold** characters indicate information that the system produces in response to a user action.

All Examples follow an ACTION - RESULT structure. The Action performed by the user appears in the top screen on each page, and the ensuing system Result appears directly below it. The next page of an Example then shows the subsequent user Action and system Result, continuing in this fashion until the Example is complete.

**NOTE:** All Agency Location Codes/Region, Requestor IDs, Recipient IDs and Account IDs in this Guide are strictly for illustration. When practicing in the test region, you will use the test data provided. After cutting over to production, you will use "live" production data.

## TIPS TO REMEMBER

- < The current calendar date always appears in the upper right corner of each ASAP screen.
- < The **Current Cycle Date** is the date in the upper left corner of each ASAP screen. It indicates the current date in the ASAP application. In production, it will ALWAYS equal the current calendar date. In the test region, this date may not equal the calendar date. This is not a problem. However, you need to be aware of what the current cycle date is in the test region.
- < When an ASAP screen first appears, you may press the Enter key and have the system indicate with red question marks which fields require entries on that screen.
- < Use the TAB key to move the cursor to the beginning of each field in which you wish to type information. Do not use the arrow keys: they can move the cursor into areas in which you may not type. Also, do not use the Enter key to move from field to field.
- < To print an ASAP screen when using Passport for Windows, press <CTRL> and the letter "L" simultaneously.
- < Refer to the Troubleshooting Guidelines in the Appendices to resolve simple error messages.

## FUNCTION KEYS

Function keys within ASAP allow you to navigate between screens. Some function keys are standard throughout the system - these are listed below. Other function keys only appear on certain screens and will be discussed as appropriate. Note that only available function keys are displayed to you on the screens. On some screens, function keys will not be available to you until after you have entered a value in the Action field and pressed Enter.

### Standard Function Keys

F2=EXIT	Allows you to exit ASAP and log off.
F3=PRMT	Takes you to the previous prompt screen.
F4=MENU	Takes you to the previous menu.
F5=MAIN	Takes you to the Main menu.
F7=PGUP	Moves you to the previous screen of data.
F8=PGDN	Moves you to the next screen of data.

\*\*\* SAMPLE EXAMPLE \*\*\*

### STEP 1 - ACTION:

Fill in the prompt screen as shown below and press Enter. Note - The Account ID field is left blank.

SP115A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/31/99
SP115AO	ACCOUNT BALANCE INQUIRY PROMPT	HH:MM:SS
08/31/1999 T		
REQUESTOR ID: 0101234		SHORT NAME: GRAY U
ENTER:		
AGENCY LOCATION CODE/REGION: 11000001/		SHORT NAME:
RECIPIENT ID: 0101111		SHORT NAME:
ACCOUNT ID: _____		
AS OF: __/__/____ (MM/DD/CCYY)		
F4=MENU F5=MAIN		

### STEP 1 - RESULT:

The following screen appears with all account balances for criteria specified on the prompt screen.

SP120A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/31/99	
SP120AO	ACCOUNT BALANCE INQUIRY DETAIL	HH:MM:SS	
08/31/1999 T			
AGENCY LOCATION CODE/REGION: 11000001/		SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
ACCOUNT ID	CUMULATIVE AUTHORIZATIONS	CUMULATIVE DRAWS/RP/BE	CURRENT AVAIL BAL
F1R10001	\$500,000.00	-\$53,000.00	\$447,000.00
F1R10002	\$500,000.00	-\$73,000.00	\$427,000.00
F1R10003	\$500,000.00	-\$48,000.00	\$452,000.00
F1R10004	\$500,000.00	-\$230,000.00	\$270,000.00
F1R10005	\$500,000.00	-\$50,000.00	\$450,000.00
F1R10006	\$500,000.00		\$500,000.00
F1R10007	\$500,000.00	-\$2,000.00	\$498,000.00
F1R10008	\$500,000.00		\$500,000.00
F1R10009	\$500,000.00	-\$3,000.00	\$497,000.00
F1R10010	\$500,000.00		\$500,000.00
TOTALS:	\$5,000,000.00	-\$459,000.00	\$4,541,000.00
F3=PRMT F4=MENU F5=MAIN			F9=ALC F10=RO

## GETTING STARTED

Follow the examples in the text to learn the specifics of using ASAP. The main functions that you as a Payment Requestor can perform are:

- < Drawing funds,
- < Making adjustments,
- < Inquiring on information in ASAP,
- < Requesting reports, and
- < Reading notifications.

Before beginning, please go through the following **checklist** and verify that you have everything listed. If you are missing any item, or have any questions, please call your servicing RFC at the number found in Chapter 2, on page 3 of this guide.

- Personal computer, modem, printer, and operating system.
- Passport communication software for your PC operating system loaded on the PC that will be used to access ASAP.
- User ID and password for yourself.
- ASAP ID and Organization Access Code (OAC) for your organization for access to the test region of the ASAP system.
- Test data for one or more "dummy" Federal Agencies, Recipient Organizations and ASAP Accounts.

**GOOD LUCK!**

[illegible]

## PURPOSE

In this chapter, you will learn how to log on to ASAP.

## GATEWAYS

For security purposes, logging on to ASAP involves passing through three gateways:

- < The AT&T Network,
- < The Federal Reserve Network, and
- < The ASAP application.

At the first two gateways, you must identify **yourself** as an authorized **individual user**. You must do so with every subsequent log on.

At the third gateway, you must identify your **organization** as an authorized **payment requestor organization** in ASAP. After the first time you have done so, the system “remembers” your organization-level information, and you do not need to enter it on subsequent logons.

## IDENTIFIERS

To identify yourself as an individual user, enter the **User ID** and **Password** supplied to you by the Federal Reserve Bank of Richmond. When you first log on, you must change the temporary password to one that is known only to you.

Your password **expires every 30 calendar days**. When selecting a new password, you must choose a password that you have not used in the last six times that you changed your password. Your password must be safeguarded and kept secret so that only you will be able to enter ASAP with your User ID.

If you do not use your User ID for **6 months**, it will be **suspended**, and you will need to contact your servicing RFC to have it re-activated. If you do not use your User ID for **9 months**, it will be **deleted**, and you will need to re-enroll to get a new User ID.

To identify yourself as an authorized Payment Requestor organization, enter the **Requestor ID** and **Organization Access Code (OAC)** supplied to you by your servicing RFC.

Note: The ASAP Main Menu refers to the Requestor ID generically as an **ASAP ID**. While many organizations may know your Requestor ID, the associated OAC should be known only to authorized users of ASAP in your organization. It is considered to be an organization-level password, and it prevents other organizations from accessing your data if they know your Requestor ID.

## TEST AND PRODUCTION

Before your organization is cut over to production with its first group of accounts in ASAP, you will only have access to the **ASAP TEST** region. Use the training data provided by your servicing RFC to gain familiarity with the system.

Once your organization is cut over to production, you will access the **ASAP PRODUCTION** region exclusively. Disregard the training data and use only the production data provided by your servicing RFC.

### Phone List

If you have any problems or questions about using the PC Passport software or the ASAP system, please contact the ASAP Help Desk staff in your servicing RFC area.

If the capital of the state in which you are located is in the **Eastern time zone**, you may contact the ASAP Help Desk staff at the Philadelphia Financial Center between the hours of 7:30 a.m. and 5 p.m. Eastern Time at **(215) 516-8021**.

If the capital of the state in which you are located is in the **Central time zone**, you may contact the ASAP Help Desk staff at the Kansas City Financial Center between the hours of 7:30 a.m. and 5 p.m. Central Time at **(816) 414-2100**.

If the capital of the state in which you are located is in the **Mountain or Pacific time zones or time zones further west**, you may contact the ASAP Help Desk staff at the San Francisco Financial Center between the hours of 7:30 a.m. and 5 p.m. Pacific Time at **(415) 817-7182**.

**STEP 1: ACTION**

Within the Passport group, double click on the Passport Async icon. When the Passport A window opens, click on Terminal and then click on Connect. The modem will dial and connect to the AT&T Network.

**STEP 1: RESULT**

The “Welcome to AT&T” screen will appear. This is the first gateway.

```
TRES0201T
SYSTEM: IBMXXXXX          DATE: 00/08/02
TERMINID: IBMXXXXX        TIME: HH:MM:SS
CUSTOMER ASSISTANCE: ENTER "NOTIFY" OR CALL 800-727-2222
-----

                W E L C O M E   T O

=====
===            ===            ==            =====
=====
===            ===            ===            =
=====            ===            =====
=====            ===            ==            =
===            ===            ===            ==
===            ===            ===            ==
=====            ===            =====

                Provided by AT&T Global Network Services
-----
ACCOUNT... TRES      USERID... _____ PASSWORD..._____
Enter desired product or service, or press the HELP key (PF1) for assistance.

====>
4B_                                0 9                                a:Connected Port A200+
```



**STEP 2: ACTION**

If 'tres' does not appear in the ACCOUNT field, type it in. Also type in your assigned user ID and password in the appropriate fields. Your User ID and temporary password were provided to you by the Federal Reserve Bank of Richmond.

Note: When you first log on, you must change the temporary password to one that is known only to you. A password maintenance screen will appear. When selecting a new password, you must choose a password with 6-8 alpha and/or numeric characters that you have not used in the last 6 times that you changed your password. Your password expires every 30 calendar days. The password maintenance screen appears each time the password expires.

```

TRES0201T
SYSTEM: IBMXXXXX                      DATE: 00/08/02
TERMIN: IBMXXXXX                      TIME: HH:MM:SS
CUSTOMER ASSISTANCE: ENTER "NOTIFY" OR CALL 800-727-2222
-----
                                W E L C O M E   T O

      ===      =====      ==      =====
      =====      =====      == ==      =====
      ===      ===      ===      ===      ===
      =====      ===      =====      ===
      =====      ===      == ===      ===
      ===      ===      ===      ==      ===
      ===      ===      ===      =====      ===

                                Provided by AT&T Global Network Services

-----
ACCOUNT... tres_____ USERID... elxyz01_ PASSWORD..._____
Enter desired product or service, or press the HELP key (PF1) for assistance.
====>
4B_                                0 9                                a:Connected Port A200+

```

**STEP 2: RESULT**

The PRODUCT SELECTION screen will appear.

```

SVM0401T                                PRODUCT SELECTION                                Page 1
SYSTEM: IBMXXXXX                                DATE: 00/08/02
TERMIN: IBMXXXXX                                TIME: HH:MM:SS
CUSTOMER ASSISTANCE: ENTER "NOTIFY" OR CALL 800-727-2222

      PRODUCT      DESCRIPTION      ENTER "NOTIFY" OR CALL

      1      ASAPPROD      ASAP PRODUCTION      800-727-2222
      2      ASAPTEST      ASAP TEST      800-727-2222

Enter selection or press the END key before leaving this terminal unattended.
F1=HELP  F3=END  F5=SERVICES  F10=RESEQUENCE PRODUCTS
====>

```

**STEP 3: ACTION**

On the PRODUCT SELECTION screen, to access the test mode, type the number of the option for ASAPTEST on the command line and press Enter. To access production, type the number of the ASAPPROD menu option on the command line and press Enter.

SVM0401T	PRODUCT SELECTION	Page 1
SYSTEM: IBMXXXXXX		DATE: 00/08/02
TERMIN: IBMXXXXXX		TIME: HH:MM:SS
CUSTOMER ASSISTANCE: ENTER "NOTIFY" OR CALL 800-727-2222		

  

	PRODUCT	DESCRIPTION	ENTER "NOTIFY" OR CALL
1	ASAPPROD	ASAP PRODUCTION	800-727-2222
2	ASAPTEST	ASAP TEST	800-727-2222

Enter selection or press the END key before leaving this terminal unattended.

F1=HELP F3=END F5=SERVICES F10=RESEQUENCE PRODUCTS  
 ===>2

**Note:** The numbering on your screen may differ. Choose the correct number for the mode you wish to use.

**STEP 3: RESULT**

The FRAS (Federal Reserve Automation Services) sign on screen will appear. This is the second gateway.

FFFFFFFFFFFF	RRRRRRRR	AAAAAA	SSSSSSSS
FFFFFFFFFFFF	RRRRRRRRRR	AAAAAAAAA	SSSSSSSSSS
FF	RR	RR AA	AA SS SS
FF	RR	RR AA	AA SS SS
FF	RR	RR AA	AA SS
FFFFFFFFFFFF	RRRRRRRRRR	AAAAAAAAA	SSSS
FF	RR	RR AA	AA SS
FF	RR	RR AA	AA SS SS
FF	RR	RR AA	AA SS SS
FF	RR	RR AA	AA SSSSSSSSSS
FF	RR	RR AA	AA SSSSSSSS

IMS/ESA  
5.1

08/02/00 PP12 IMIR PIT IMS HH:MM:SS

ENTER: USERID =====>  
 PASSWORD =====>  
 NEW PASSWORD =====>  
 (IF DESIRED)

**STEP 4: ACTION**

At the FRAS sign on screen, enter your assigned User ID and password and press Enter.

```

          FFFFFFFFFF RRRRRRRR      AAAAAA      SSSSSSSSS
          FFFFFFFFFF RRRRRRRRRR  AAAAAAAAAA  SSSSSSSSSS
          FF          RR          RR AA      AA  SS          SS
          FF          RR          RR AA      AA  SS          SS
          FF          RR          RR AA      AA  SS          SS
          FFFFFFFFFF RRRRRRRRRR  AAAAAAAAAA  SSSSS
          FF          RR  RR      AA          AA          SS
          FF          RR  RR      AA          AA  SS          SS
          FF          RR  RR      AA          AA  SS          SS
          FF          RR  RR      AA          AA  SSSSSSSSSSS
          FF          RR  RR      AA          AA  SSSSSSSSS
          IMS/ESA
          5.1

          08/02/00      PP12 IMIR PIT IMS      HH:MM:SS

          ENTER:  USERID =====>e1xyz01
                  PASSWORD =====>
                  NEW PASSWORD =====>
                  (IF DESIRED)

```

**NOTE:** The first time that you sign-on to FRAS, you should enter your **temporary** password provided by the Federal Reserve Bank (not the password you selected on the Password Maintenance screen) in the PASSWORD field. You may hit the Tab key to enter a new password. You may choose the same password you chose on the Password Maintenance screen.

**STEP 4: RESULT**

The FORMAT REQUEST screen will appear.

```

          TIME: HH:MM:SS          DATE: 08/02/00

          F O R M A T   R E Q U E S T
          -----

          ENTER TRANSACTION FORMAT OR PRESS <CLEAR>

          FORMAT =====>

          DFS058I SIGN COMMAND COMPLETED

```

**STEP 5: ACTION**

At the FORMAT REQUEST screen, type asap and press Enter.

```
TIME: HH:MM:SS          DATE:  08/02/00

      F O R M A T   R E Q U E S T
      -----

ENTER TRANSACTION FORMAT OR PRESS <CLEAR>

      FORMAT ===>  asap

DFS058I SIGN COMMAND COMPLETED
```

**STEP 5: RESULT**

The ASAP MAIN MENU will appear. This is the third and final gateway.

```
SPASAP          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SPASAP          MAIN MENU                                         HH:MM:SS

<1>  PAYMENT REQUEST PROCESSING
<2>  INQUIRY MENU
<3>  FEDERAL AGENCY FUNCTIONS MENU
<4>  RFC FUNCTIONS MENU
<5>  FRB SUPPORT PROCESSING
<6>  REPORT REQUEST MENU
<7>  NOTIFICATIONS

      ASAP ID:
ORGANIZATION ACCESS CODE:      ENTER SELECTION NUMBER:  _
                                PRESS ENTER

F2=EXIT
```

**STEP 6: ACTION**

On the MAIN MENU, the term ASAP ID refers to your organization's Requestor ID. Type in your ASAP ID and ORGANIZATION ACCESS CODE (OAC), then select a menu option. Press Enter.

SPASAP	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SPASAP	MAIN MENU	HH:MM:SS
<1> PAYMENT REQUEST PROCESSING		
<2> INQUIRY MENU		
<3> FEDERAL AGENCY FUNCTIONS MENU		
<4> RFC FUNCTIONS MENU		
<5> FRB SUPPORT PROCESSING		
<6> REPORT REQUEST MENU		
<7> NOTIFICATIONS		
ASAP ID 0101234		
ORGANIZATION ACCESS CODE		ENTER SELECTION NUMBER: 1
		PRESS ENTER
F2=EXIT		

**Note:** The ASAP ID and OAC need only be entered the first time you access the test region and the first time you access the production region. To view the ASAP ID you entered previously, press Enter while the SELECTION NUMBER is blank and the ID will appear.

**STEP 6: RESULT**

In this example, menu option 1 was selected, so the Payment Request Processing Menu appears.

SP020A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP020AO	PAYMENT REQUEST PROCESSING	HH:MM:SS
08/02/2000 T		
** ASAP IS IN TEST MODE **		
<1> TEMPLATE PAYMENT REQUEST PROMPT		
<2> MASTER PAYMENT REQUEST PROMPT		
<3> CREATE PAYMENT REQUESTOR TEMPLATE PROMPT		
<4> BOOK ENTRY ADJUSTMENT PROMPT		
<5> PAYMENT CANCELLATION PROMPT		
<6> INTERSTATE AUTHORIZATION TRANSFER PROMPT		
		ENTER SELECTION NUMBER: _
		PRESS ENTER
F2=EXIT	F5=MAIN	

# **CHAPTER 3:**

## **DRAWING FUNDS**

## PURPOSE

In this chapter, you will learn how to use the ASAP system to draw Federal funds.

## REVIEW

- < All funds in the ASAP system reside in **ASAP Accounts**.
- < The structure of each ASAP Account includes the **Federal Agency** providing the funds, the **Recipient Organization** which ultimately uses the funds, and an **Account ID**, assigned by the Federal Agency when it establishes the ASAP Account, to identify what the account is for.

In the ASAP system,

- < Each Federal Agency is identified by an 8-digit **Agency Location Code** and, an optional, 2-character **Region Code**.
- < Each Recipient Organization is identified by a 7-digit **Recipient ID**.
- < Each **Account ID** is identified by one to 20 letters and/or numbers. The Account ID may be at, above, or below the program or grant level.

To specify an ASAP Account from which to draw funds, you must indicate a valid combination of

**Agency Location Code/Region + Recipient ID + Account ID.**

- < There is one more number you need in order to draw funds: the 7-digit **Requestor ID** assigned to your organization, which you use to sign on to ASAP.

---

## DRAWING FUNDS

- < To begin drawing funds (making payment requests), you need to specify the following:

- 1 - What screens you want to use to make your request;
- 2 - What you want the payment sent to the financial institution to look like;
- 3 - Which payment delivery method to use; and
- 4 - When you want ASAP to send the funds to your financial institution.

- 1 - ASAP Request Processes: You will choose one of the following options from the Payment Request Processing Menu:

- < **Master Payment Request** screens: Request funds from a **master list** of all the ASAP Accounts from which you are allowed to draw. You will see the ASAP Accounts automatically displayed by the system and organized by Federal Agency and Recipient Organization.

- < **Template Payment Request** screens: Draw funds from a list of ASAP Accounts you have **custom-built** yourself from the master list.

- 2 - Payment Packaging: Choose one of these two options:

- < **Individual** payments, which means a separate transfer of funds to your financial institution for EACH draw against EACH ASAP Account. Choose individual payments if you want to:

- have each payment appear as a separate deposit to your bank account.

The individual packaging option allows payment requestors to assign a different **Requestor Reference Number** of their own choosing to each payment.

- < **Summary** payments, which means ONE transfer of funds to your financial institution for draws from multiple ASAP Accounts potentially encompassing multiple Federal Agencies and/or Recipient Organizations. Choose summary payments if you want to:

- Consolidate draws from several ASAP Accounts into one deposit to your bank account.



The summary packaging option allows payment requestors to assign one **Requestor Reference Number** of their own choosing to the entire summary payment. Each draw within the summary payment would then carry the same Requestor Reference Number in the accompanying remittance information.

3 - *Payment Delivery Method*: Choose either FEDWIRE or ACH:

- < All same-day ASAP payments are made via FEDWIRE. There is limited remittance information transmitted with each FEDWIRE payment. FEDWIRE payments can be packaged either individually or as a summary payment.

The resulting Fedwire payment will contain minimal remittance information on the payment requests that make up the request.

- < All ACH ASAP payments, whether packaged individually or as a summary payment, are made via the Automated Clearing House (ACH) in the Corporate Trade Exchange (CTX) format. All ACH payments made via ASAP carry detailed **remittance information** in the addenda of the CTX payment record. The remittance information allows for the identification of each draw from each ASAP Account comprising the ACH payment. The remittance information is carried in a complete EDI transaction set (ANSI X12 820, version 3040) which can be processed electronically.

Consult the **ASAP Payment Formats Package** for more information. It is located on the ASAP Web site at <http://www.fms.treas.gov/asap/pay-intro.html> or contact your servicing RFC for a hard copy.

4 - *Settlement of funds*:

- < **FEDWIRE** payments settle the same day the request is made. Funds settle at your financial institution within minutes after your request is made and approved in ASAP. You may request same-day payments from 8:00 a.m. through 5:45 p.m. Eastern time. Check with your financial institution for the availability of funds.

**NOTE:** There is a cost associated with receiving FEDWIRE payments, and you should check with your bank and/or Treasurer's office to see if requesting FEDWIRE payments is the best option for you. Receiving summary FEDWIRE payments will assist in reducing the associated costs.

- < **Next-day ACH** payment. Funds settle on the morning of the next business day after your request is made and approved in ASAP.
- < **Future-day ACH** payment. You may request future-day payments for settlement up to 32 calendar days from the date of the request. This is known as Payment warehousing.

Payment warehousing is available through both Master Payment Request and Template Payment Request Processing. Both Individual and Summary ACH payments may be warehoused. Available account balances are reduced upon approval of the warehoused payment request.

NOTE: You may request ACH payments from 8:00 a.m. through 11:59 p.m. Eastern time. ACH payments settle at 8:30 a.m. on the business day you selected for settlement. Check with your financial institution for availability of funds.

! All payment requests in ASAP are **approved or rejected immediately unless subject to Agency Review**. The available balance of each ASAP Account affected is decreased by the amount of the request as soon as the request is approved (posted), even though the actual transfer of funds occurs later in the day, the next business day or a future date.

### AGENCY & SYSTEM REVIEW FUNCTIONS

A Federal Agency can use one or both of these functions to manage their accounts. Payment Requestors may encounter one or both of these functions when making payment requests. Notification messages will be generated when Maximum Draw and/or Agency Review Criteria functions are invoked.

- < **Maximum Draw Amount:** The Federal Agency has the option of setting parameters that designate daily, monthly, quarterly and/or total maximum draw limits for some or all of your accounts. The ASAP system will reject any payment requests made for an amount in excess of the limit.
- < **Agency Review Criteria Prompt:** The Federal Agency may set a threshold to specify that requests at or above a certain dollar amount for selected accounts be forwarded for Agency Review. The threshold can apply to a single account, all the accounts for a single Recipient Organization, or all the accounts established by the Federal Agency. When a payment request is made which is equal to or greater than the threshold, the payment will be held and will not affect account balances until the Federal Agency either approves or rejects it. The Payment Requestor is notified at the time of the request that the request is subject to Agency Review. The ASAP system will notify the Federal Agency when items are awaiting review.

Summary payment requests cannot contain draws subject to Agency Review Criteria and draws not subject to Agency Review Criteria. On summary payment requests, Federal Agencies can approve or reject the entire payment request or individual requests within a summary request. There is neither default processing nor a time limit that will automatically process payment requests awaiting Agency Review.

In addition, please refer to Appendix 4 to review the Guidance for Federal Agencies and their recipients regarding this feature.

### **CONTROL ACCOUNTS**

Some Federal Agencies have a need to establish a lower level, account detail for awards that are made at the account level but are drawn and expended at the sub-program or project level.

If a “Y” is next to the Control Account indicator on the Account Profile Inquiry Screen, you will need to request funds at the account detail level. Each account detail ID has a maximum length of 30 alphanumeric characters with no leading spaces. The Federal Agency has the ability to add up to 300 account details to a single ASAP account. The account balance is maintained at the account level. Payment requests and adjustments are made at the account detail level.

If a Cumulative Draw Limit is assigned to an Account Detail ID, funds can be withdrawn for that account detail up to the assigned amount within the limits of the account’s available balance. If the Cumulative Draw Limit is left blank, funds can be withdrawn from that account detail up to the account’s available balance.

### **MULTIPLE BANKING RELATIONSHIPS**

In addition, Payment Requestors have the capability to select one of four ACH or one of four FEDWIRE bank accounts when making a payment request. This option is only available and will only appear when multiple banking information has been supplied to your servicing RFC. Payment Requestors can submit bank enrollment forms to the servicing RFC to establish up to four (4) ACH banking relationships and up to four (4) Fedwire banking relationships for use in routing funds requested in ASAP.

### **REMITTANCE BASED PAYMENT REQUESTS**

The Template payment request screens include a feature called Remittance Based Payment Requests. This feature allows a Payment Requestor organization to build one or more templates with their organization’s remittance codes or other accounting information attached to their ASAP accounts. The Requestor could then use the template(s) not only to make ACH requests at the ASAP account level, but also to break out each account-level draw by codes that are relevant to their organization’s internal accounting or reporting needs. The remittance codes and amounts would be passed to the Requestor’s financial institution along with the ACH payment in an EDI transaction set, which in turn could be passed on to the Requestor organization for automatic updating of their accounting systems.

## SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in the Payment Request Processing function and are worth special mention here.

- < **Type of Payment** - This 1-character field allows you to specify how you want your draws packaged. Type “S” for summary payments or “I” for individual payments.
- < **Payment Delivery Method** - This 1-character field allows you to specify the method that you want your payments delivered. Type “A” for payments to be delivered via ACH or “F” for payments to be delivered via FEDWIRE.
- < **Settlement Date** - The date on which you want the funds you draw to settle at your financial institution. For FEDWIRE, you must select the current date. For ACH, you must specify a business day from 1 to 32 calendar days from the current date. Note that all year fields in ASAP are four-digit fields (i.e., “2000” instead of “00”).
- < **Requestor Reference Number** - an identifier of your choosing, from 1 to 15 characters, which you may assign to each individual payment request or to an entire summary payment.
- < **Cash on Hand** - an optional field for you to use as needed to indicate the amount of Federal funds in your Payment Requestor organization’s bank account.
- < **ASAP Sequence Number** - an identifier assigned by the ASAP system when a payment request is approved. It consists of the following:

**Date** - the date the request was approved.

**Terminal ID** - for users accessing ASAP through the AT&T network, the user ID of the person who initiated the request is captured in this part of the sequence number.

**Sequence #** - a sequential number used to identify the session during which the request was made on a given terminal and date.

**Time** - the time when the request was posted.

A “session” consists of entering and **posting** a payment request. For that reason, when you post a summary request, the system assigns one ASAP Sequence Number to the **entire** summary payment. For individual payment requests, one ASAP Sequence Number is assigned to each **page** of draws.

- ! The ASAP Sequence Number is assigned for system purposes to uniformly identify all posted payment requests. You can use it if you feel comfortable with it; however, you may prefer to identify your payment request transactions with a Requestor Reference Number of your own choice.
- < **ITM#** - Item numbers identify the draws from ASAP Accounts within each request session.
- < **Total Amount Requested** -on summary requests, the user-entered sum of all draw amounts comprising the summary request.
- < **Total Amount Entered** -on summary requests, a system calculated sum of all draw amounts comprising the summary request.

### ACTION FIELDS TO NOTE

On the payment request screens, you will see an Action field. The Action field allows you to tell the system what to do with the data that you have keyed in on the screen. Action field values and their corresponding meaning are listed below.

<u>Action Field Value</u>	<u>Result</u>
P=POST	The system edits your entries for errors, and returns any error messages to the screen. If no errors are found, your entry is processed and the database is updated.
V=VALIDATE	The system edits your entries for errors. You are notified by screen message if there are errors and also if there are no errors. However, the entries are not processed and the database is not updated.
R=REFRESH	All data that you have entered on the screen is erased.
E=ESCAPE	Indicates that you wish to leave the screen without posting any data.
J=JUMP	When you have multiple pages of data, this allows you to specify a page to “jump” to, rather than using the F8=PGDN key or F7=PGUP key to move between pages.

## GETTING STARTED

In this chapter, you will learn how to use the **MASTER** and **TEMPLATE** payment request processes. The following sections cover each screen used to make Master and Template payment requests.

In the previous chapter, you have seen how to access ASAP and get to the **Main Menu**. To draw funds, choose option #1 - **Payment Request Processing** from the Main Menu. The Payment Request Processing Menu appears. See the Example on the next page.

**ACTION:**

Type 1 for the Payment Request Processing option and press Enter.

SPASAP	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SPASAP	MAIN MENU	HH:MM:SS
08/02/2000 T		
<1> PAYMENT REQUEST PROCESSING		
<2> INQUIRY MENU		
<3> FEDERAL AGENCY FUNCTIONS MENU		
<4> RFC FUNCTIONS MENU		
<5> FRB SUPPORT PROCESSING		
<6> REPORT REQUEST MENU		
<7> NOTIFICATIONS		
ASAP ID:		ENTER SELECTION NUMBER: 1
ORGANIZATION ACCESS CODE:		PRESS ENTER
F2=EXIT		

**RESULT:**

The Payment Request Processing menu appears.

SP020A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP020AO	PAYMENT REQUEST PROCESSING	HH:MM:SS
08/02/2000 T		
<1> TEMPLATE PAYMENT REQUEST PROMPT		
<2> MASTER PAYMENT REQUEST PROMPT		
<3> CREATE PAYMENT REQUESTOR TEMPLATE PROMPT		
<4> BOOK ENTRY ADJUSTMENT PROMPT		
<5> PAYMENT CANCELLATION PROMPT		
<6> INTERSTATE AUTHORIZATION TRANSFER PROMPT		
		ENTER SELECTION NUMBER: _
		PRESS ENTER
F2=EXIT	F5=MAIN	

## SECTION 3.1

### MASTER PAYMENT REQUESTS

#### PURPOSE

In this section you will learn how to use the Master Payment Request feature to create summary and individual payments.

#### MASTER LISTS OF ASAP ACCOUNTS

All of the ASAP Accounts from which you as a Payment Requestor may draw funds comprise a **Master List** of accounts for your organization. You can pull up portions of your Master List by specifying the Federal Agency providing the funds and the Recipient Organization using the funds; in other words, by specifying two of the three component parts of the ASAP Account. The system will automatically display all Account IDs associated with that combination. You can then scroll through the Account IDs and request funds from any or all that you need, packaging your requests as either individual payments (one account, one payment) or summary payments (many accounts, one payment).

If you draw funds from only **one Federal Agency** for only **one Recipient Organization**, there is only one Federal Agency-Recipient Organization combination you can specify.

If you draw funds from **multiple Federal Agencies** for only **one Recipient Organization**, you can easily pull up a different portion of your Master List of ASAP Accounts just by specifying a different Federal Agency.



The Examples in this section will illustrate how to draw funds in the scenarios described above using the Master Payment Request feature. To get to the starting point for each Example, follow the steps below.

### ACTION:

On the Payment Request Processing Menu, select menu option 2 for the Master Payment Request Prompt and press Enter.

SP020A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP020AO	PAYMENT REQUEST PROCESSING	HH:MM:SS
08/02/2000 T		
<p>&lt;1&gt; TEMPLATE PAYMENT REQUEST PROMPT</p> <p>&lt;2&gt; MASTER PAYMENT REQUEST PROMPT</p> <p>&lt;3&gt; CREATE PAYMENT REQUESTOR TEMPLATE PROMPT</p> <p>&lt;4&gt; BOOK ENTRY ADJUSTMENT PROMPT</p> <p>&lt;5&gt; PAYMENT CANCELLATION PROMPT</p> <p>&lt;6&gt; INTERSTATE AUTHORIZATION TRANSFER PROMPT</p>		
		ENTER SELECTION NUMBER: 2
		PRESS ENTER
F2=EXIT	F5=MAIN	

### RESULT:

The Master Payment Request Prompt appears.

SP025C	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP025CO	MASTER PAYMENT REQUEST PROMPT	HH:MM:SS
08/02/2000 T		
REQUESTOR ID:0101234	SHORT NAME: GRAY U	BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: _ (I=INDIVIDUAL OR S=SUMMARY)		2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: _ (A=ACH OR F=FEDWIRE)		4=4TH, OR
SETTLEMENT DATE: __/__/____ (MM/DD/CCYY)		BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: _____		
PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:		
RECIPIENT ID:_____	SHORT NAME:	
AGENCY LOCATION CODE/REGION:_____/___ OR PRESS ENTER TO DISPLAY LIST		
F4=MENU F5=MAIN		

**SECTION 3.1.1**

**MASTER PAYMENT REQUESTS:  
SUMMARY PAYMENTS**

**GUIDE TO EXAMPLES**

The following pages contain examples of how to use the Master Summary Payment Request to draw funds.

**EXAMPLE ONE**

Using the **Master Summary** Request feature, we will draw funds from one Federal Agency on behalf of one Recipient Organization, and we will request a next day ACH payment.

- < One Federal Agency
- < One Recipient Organization
- < Next day ACH payment

**STEP 1: ACTION**

Fill in the prompt screen as shown below and press Enter.

```

SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025CO          MASTER PAYMENT REQUEST PROMPT                      HH:MM:SS
08/02/2000 T
REQUESTOR ID:0101234          SHORT NAME: GRAY U  BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S  (I=INDIVIDUAL OR S=SUMMARY)                      2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A  (A=ACH OR F=FEDWIRE)                      4=4TH OR
SETTLEMENT DATE:  08/03/2000  (MM/DD/CCYY)                          BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: MS1

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID:0101111          SHORT NAME:
AGENCY LOCATION CODE/REGION:_____/__  OR PRESS ENTER TO DISPLAY LIST

F4=MENU F5=MAIN

```

**STEP 1: RESULT**

All of the ALCs for the Federal Agencies with accounts for this Recipient Organization are displayed. In this example, there are two ALCs listed.

```

SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025CO          MASTER PAYMENT REQUEST PROMPT                      HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SHORT NAME: GRAY U          BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S  (I=INDIVIDUAL OR S=SUMMARY)                      2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A  (A=ACH OR F=FEDWIRE)                      4=4TH OR
SETTLEMENT DATE:  08/03/2000  (MM/DD/CCYY)                          BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: MS1

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID: 0101111          SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION:_____/__  OR TYPE <S> TO SELECT FROM LIST

SEL   ALC/REGION          SHORT NAME          SEL   ALC/REGION          SHORT NAME
11000001/          US MONEY1          _    22000000/02          US MONEY2

F4=MENU F5=MAIN

```

**STEP 2: ACTION**

Type an S in the SEL column next to the Federal Agency's Agency Location Code/Region from which you want to draw funds. Press Enter.

```

SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025CO          MASTER PAYMENT REQUEST PROMPT                      HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SHORT NAME: GRAY U          BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S  (I=INDIVIDUAL OR S=SUMMARY)              2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A  (A=ACH OR F=FEDWIRE)              4=4TH OR
SETTLEMENT DATE: 08/03/2000  (MM/DD/CCYY)                    BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: MS1

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID: 0101111          SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: _____/___ OR TYPE <S> TO SELECT FROM LIST

SEL   ALC/REGION          SHORT NAME          SEL   ALC/REGION          SHORT NAME
S     11000001/          US MONEY1           _     22000000/02          US MONEY2

F4=MENU F5=MAIN

```

**STEP 2: RESULT**

The request entry screen appears with all accounts for the Federal Agency - Recipient Organization combination specified on the prompt.

```

SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030EO          SUMMARY PAYMENT REQUEST MASTER ENTRY              HH:MM:SS
08/02/2000 T
                                           PAGE 1 OF 3
REQUESTOR ID: 0101234          SHORT NAME: GRAY U
SETTLEMENT DATE: 08/03/2000  REQ REF NUM: MS1          TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT AMT REQ: _____
CASH ON HAND: _____          TOT AMT ENT: _____
ASAP SEQUENCE NUMBER:
  ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM
F1R10001          _____          $500,000.00
F1R10002          _____          $500,000.00
F1R10003          _____          $500,000.00
  F1R103A          _____
  F1R103B          _____
  F1R103C          _____
F1R10004          _____          $500,000.00
  F1R104D          _____
  F1R104E          _____

ACTION:          (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                           F8=PGDN F9=ALC F10=RO

```

**STEP 3: ACTION**

Enter the TOTAL AMOUNT REQUESTED, which will be the total amount of the summary payment from all accounts. Then enter the AMOUNT REQUESTED from each desired Account ID on this page. Type P in the ACTION field and press Enter to post the request.

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY		HH:MM:SS
08/02/2000 T			
		PAGE	1 OF 3
REQUESTOR ID: 0101234	SHORT NAME: GRAY U		
SETTLEMENT DATE: 08/03/2000	REQ REF NUM: MS1	TYPE OF PAYMENT: S	
AGENCY LOCATION CODE/REGION: 11000001/		SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: 20000	
CASH ON HAND:		TOT AMT ENT:	
ASAP SEQUENCE NUMBER:			
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE	ITM
F1R10001	10000	\$500,000.00	
F1R10002	10000	\$500,000.00	
F1R10003		\$500,000.00	
F1R103A			
F1R103B			
F1R103C			
F1R10004		\$500,000.00	
F1R104D			
F1R104E			
ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)			
F8=PGDN F9=ALC F10=RO			

**STEP 3: RESULT**

The summary ACH payment request has been posted successfully.

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY		HH:MM:SS
08/02/2000 T			
		PAGE	1 OF 3
REQUESTOR ID: 0101234	<b>SUMMARY POSTED</b>		
SETTLEMENT DATE: 08/03/2000	REQ REF NUM: MS1	TYPE OF PAYMENT: S	
AGENCY LOCATION CODE/REGION: 11000001/		SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: \$20,000.00	
CASH ON HAND:		TOT AMT ENT: \$20,000.00	
ASAP SEQUENCE NUMBER: 08/02/2000 E1ER125R 00005 1564820			
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE	ITM
F1R10001	\$10,000.00	\$490,000.00	01
F1R10002	\$10,000.00	\$490,000.00	02
F1R10003		\$500,000.00	
F1R103A			
F1R103B			
F1R103C			
F1R10004		\$500,000.00	
F1R104D			
F1R104E			
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)			
F3=PRMT F4=MENU F5=MAIN F8=PGDN			
<b>I0043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.</b>			

**STEP 4: ACTION**

Press F3=PRMT to return to the Master Payment Request Prompt screen.

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY	HH:MM:SS
08/02/2000 T		
		PAGE 1 OF 3
REQUESTOR ID: 0101234	SUMMARY POSTED	
SETTLEMENT DATE: 08/03/2000	REQ REF NUM: MS1	TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: \$20,000.00
CASH ON HAND:		TOT AMT ENT: \$20,000.00
ASAP SEQUENCE NUMBER: 08/02/2000	E1ER125R 00005	1564820

  

ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE	ITM
F1R10001	\$10,000.00	\$490,000.00	01
F1R10002	\$10,000.00	\$490,000.00	02
F1R10003		\$500,000.00	
F1R103A			
F1R103B			
F1R103C			
F1R10004		\$500,000.00	
F1R104D			
F1R104E			

  

ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

F3=PRMT F4=MENU F5=MAIN F8=PGDN F9=ALC F10=RO

I0043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.

**STEP 4: RESULT**

The prompt screen appears.

SP025C	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP025CO	MASTER PAYMENT REQUEST PROMPT	HH:MM:SS
08/02/2000 T		
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S	(I=INDIVIDUAL OR S=SUMMARY)	2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A	(A=ACH OR F=FEDWIRE)	4=4TH OR
SETTLEMENT DATE: 08/03/2000	(MM/DD/CCYY)	BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: MS1		

  

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

  

RECIPIENT ID: 0101111	SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: _____/___ OR TYPE <S> TO SELECT FROM LIST	

  

SEL	ALC/REGION	SHORT NAME	SEL	ALC/REGION	SHORT NAME
_	11000001/	US MONEY1	_	22000000/02	US MONEY2

  

F4=MENU F5=MAIN

**EXAMPLE TWO**

Using the **Master Summary** Request feature, we will draw funds from one Federal Agency on behalf of one Recipient Organization, and we will request a warehoused ACH payment.

- < One Federal Agency
- < One Recipient Organization
- < Warehoused (ACH) payment



**STEP 1: ACTION**

Fill in the prompt screen and press Enter. Select a payment settlement date up to 32 calendar days from the current system cycle date.

```

SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025CO          MASTER PAYMENT REQUEST PROMPT                      HH:MM:SS
08/02/2000 T
REQUESTOR ID:0101234          SHORT NAME: GRAY U          BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S          (I=INDIVIDUAL OR S=SUMMARY)          2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A          (A=ACH OR F=FEDWIRE)          4=4TH, OR
SETTLEMENT DATE: 08/23/2000          (MM/DD/CCYY)          BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: MS2

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID:0101111          SHORT NAME:
AGENCY LOCATION CODE/REGION:_____/__ OR TYPE <S> TO SELECT FROM LIST

SEL   ALC/REGION          SHORT NAME          SEL   ALC/REGION          SHORT NAME
S     11000001/          US MONEY1          _     22000000/02          US MONEY2

F4=MENU F5=MAIN

```

**STEP 1: RESULT**

The request entry screen appears. All accounts for the Federal Agency - Recipient Organization combination specified on the prompt have been pulled up .

```

SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030EO          SUMMARY PAYMENT REQUEST MASTER ENTRY              HH:MM:SS
08/02/2000 T
                                           PAGE    1 OF    3
REQUESTOR ID: 0101234          SHORT NAME: GRAY U
SETTLEMENT DATE: 08/23/2000  REQ REF NUM: MS2          TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT AMT REQ: _____
CASH ON HAND: _____          TOT AMT ENT: _____
ASAP SEQUENCE NUMBER:
  ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM
  F1R10001          _____          $490,000.00
  F1R10002          _____          $490,000.00
  F1R10003          _____          $500,000.00
  F1R103A          _____
  F1R103B          _____
  F1R103C          _____
  F1R10004          _____          $500,000.00
  F1R104D          _____
  F1R104E          _____

ACTION:          (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                           F8=PGDN F9=ALC F10=RO

```

**STEP 2: ACTION**

Enter the TOTAL AMOUNT REQUESTED, which will be the total amount of the summary payment from all accounts. Then enter the AMOUNT REQUESTED from each desired Account ID on this page. Type P in the ACTION field and press Enter to post the warehoused summary request.

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY	HH:MM:SS
08/02/2000 T		
		PAGE 1 OF 3
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
SETTLEMENT DATE: 08/23/2000	REQ REF NUM: MS2	TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: 10000
CASH ON HAND:		TOT AMT ENT:
ASAP SEQUENCE NUMBER:		
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE ITM
F1R10001	5000	\$490,000.00
F1R10002	5000	\$490,000.00
F1R10003		\$500,000.00
F1R103A		
F1R103B		
F1R103C		
F1R10004		\$500,000.00
F1R104D		
F1R104E		
ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)		
F8=PGDN F9=ALC F10=RO		

**STEP 2: RESULT**

The summary warehoused payment request has posted successfully.

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY	HH:MM:SS
08/02/2000 T		
		PAGE 1 OF 3
REQUESTOR ID: 0101234	SUMMARY POSTED	
SETTLEMENT DATE: 08/23/2000	REQ REF NUM: MS2	TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: \$10,000.00
CASH ON HAND:		TOT AMT ENT: \$10,000.00
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 000003 1044001		
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE ITM
F1R10001	\$5,000.00	\$485,000.00 01
F1R10002	\$5,000.00	\$485,000.00 02
F1R10003		\$500,000.00
F1R103A		
F1R103B		
F1R103C		
F1R10004		\$500,000.00
F1R104D		
F1R104E		
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)		
F3=PRMT F4=MENU F5=MAIN F8=PGDN		
I0088 SUMMARY WAREHOUSED PAYMENT REQUESTED POSTED SUCCESSFULLY.		

**STEP 3: ACTION**

Press F3=PRMT to return to the Master Payment Request Prompt screen.

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY	HH:MM:SS
08/02/2000 T		
		PAGE 1 OF 3
REQUESTOR ID: 0101234	SUMMARY POSTED	
SETTLEMENT DATE: 08/23/2000	REQ REF NUM: MS2	TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: \$10,000.00
CASH ON HAND:		TOT AMT ENT: \$10,000.00
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 000003 1044001		

  

ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE	ITM
F1R10001	\$5,000.00	\$485,000.00	01
F1R10002	\$5,000.00	\$485,000.00	02
F1R10003		\$500,000.00	
F1R103A			
F1R103B			
F1R103C			
F1R10004		\$500,000.00	
F1R104D			
F1R104E			

ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

F3=PRMT F4=MENU F5=MAIN F8=PGDN F9=ALC F10=RO

I0088 SUMMARY WAREHOUSED PAYMENT REQUESTED POSTED SUCCESSFULLY.

**STEP 3: RESULT**

The prompt screen appears.

SP025C	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP025CO	MASTER PAYMENT REQUEST PROMPT	HH:MM:SS
08/02/2000 T		
REQUESTOR ID:0101234	SHORT NAME: GRAY U	BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S	(I=INDIVIDUAL OR S=SUMMARY)	2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A	(A=ACH OR F=FEDWIRE)	4=4TH, OR
SETTLEMENT DATE: 08/23/2000	(MM/DD/CCYY)	BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: MS2		

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID: 0101111 SHORT NAME: GRAY U

AGENCY LOCATION CODE/REGION: \_\_\_\_\_/\_\_\_ OR TYPE<S> TO SELECT FROM LIST

SEL	ALC/REGION	SHORT NAME	SEL	ALC/REGION	SHORT NAME
_	11000001/	US MONEY1	_	22000000/02	US MONEY2

F4=MENU F5=MAIN

**EXAMPLE THREE**

Using the **Master Summary** Request feature, we will draw funds from one Federal Agency on behalf of one Recipient Organization, and we will request a Fedwire payment for same day settlement.

- < One Federal Agency
- < One Recipient Organization
- < FEDWIRE payment

**STEP 1: ACTION**

Fill in the prompt screen as shown below and press Enter.

```

SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025CO          MASTER PAYMENT REQUEST PROMPT                      HH:MM:SS
08/02/2000 T
REQUESTOR ID:0101234      SHORT NAME: GRAY U      BANK ACCT: 1 (1=1ST, OR ENTER
TYPE OF PAYMENT: S (I=INDIVIDUAL OR S=SUMMARY)      2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: F (A=ACH OR F=FEDWIRE)      4=4TH, OR
SETTLEMENT DATE: 08/02/2000 (MM/DD/CCYY)      BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: MS3

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID:0101111      SHORT NAME:
AGENCY LOCATION CODE/REGION:_____/__ OR TYPE <S> TO SELECT FROM LIST

SEL  ALC/REGION      SHORT NAME      SEL  ALC/REGION      SHORT NAME
S   11000001/      US MONEY1      _   22000000/02      US MONEY2

F4=MENU F5=MAIN

```

**STEP 1: RESULT**

A message in the center of the screen asks you to confirm that you want a FEDWIRE payment.

```

SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025CO          MASTER PAYMENT REQUEST PROMPT                      HH:MM:SS
08/02/2000 T
REQUESTOR ID:0101234      SHORT NAME: GRAY U      BANK ACCT: 1 (1=1ST, OR ENTER
TYPE OF PAYMENT: S (I=INDIVIDUAL OR S=SUMMARY)      2=2ND, 3=3RD,
PAYMENT DELIVERY METHOD: F (A=ACH OR F=FEDWIRE)      4=4TH, OR
SETTLEMENT DATE: 08/02/2000 (MM/DD/CCYY)      BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: MS3

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:
FEDWIRE PAYMENT SETTLES TODAY, CONTINUE (Y/N): _
RECIPIENT ID: 0101111      SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION:_____/__ OR TYPE <S> TO SELECT FROM LIST

SEL  ALC/REGION      SHORT NAME      SEL  ALC/REGION      SHORT NAME
S   11000001/      US MONEY1      _   22000000/02      US MONEY2

F4=MENU F5=MAIN
I0089 TYPE <Y> TO CONTINUE OR <N> TO CHANGE PAYMENT TYPE.

```

**STEP 2: ACTION**

Type Y to confirm and press Enter.

```

SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025CO          MASTER PAYMENT REQUEST PROMPT                      HH:MM:SS
08/02/2000 T
REQUESTOR ID:0101234      SHORT NAME: GRAY U      BANK ACCT: 1 (1=1ST, OR ENTER
TYPE OF PAYMENT: S      (I=INDIVIDUAL OR S=SUMMARY)      2=2ND, 3=3RD,
PAYMENT DELIVERY METHOD: F      (A=ACH OR F=FEDWIRE)      4=4TH, OR
SETTLEMENT DATE: 08/02/2000      (MM/DD/CCYY)      BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: MS3

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:
FEDWIRE PAYMENT SETTLES TODAY, CONTINUE (Y/N): Y
RECIPIENT ID: 0101111      SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION:_____/___ OR TYPE <S> TO SELECT FROM LIST

SEL  ALC/REGION      SHORT NAME      SEL  ALC/REGION      SHORT NAME
S   11000001/      US MONEY1      _   22000000/02      US MONEY2

F4=MENU F5=MAIN
I0089 TYPE <Y> TO CONTINUE OR <N> TO CHANGE PAYMENT TYPE.

```

**STEP 2: RESULT**

The request entry screen appears with all Account IDs associated with the Federal Agency - Recipient Organization combination specified on the prompt.

```

SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030EO          SUMMARY PAYMENT REQUEST MASTER ENTRY              HH:MM:SS
08/02/2000 T
PAGE 1 OF 3

REQUESTOR ID: 0101234      SHORT NAME: GRAY U
SETTLEMENT DATE: 08/02/2000 REQ REF NUM: MS3      TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/      SHORT NAME: US MONEY1
RECIPIENT ID: 0101111      SHORT NAME: GRAY U      TOT AMT REQ: _____
CASH ON HAND: _____      TOT AMT ENT: _____
ASAP SEQUENCE NUMBER:

ACCOUNT ID      AMOUNT REQUESTED      AVAILABLE BALANCE      ITM
F1R10001      _____      $485,000.00
F1R10002      _____      $485,000.00
F1R10003      _____      $500,000.00
F1R103A      _____
F1R103B      _____
F1R103C      _____
F1R10004      _____      $500,000.00
F1R104D      _____
F1R104E      _____

ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
F8=PGDN F9=ALC F10=RO

```

**STEP 3: ACTION**

Enter the TOTAL AMOUNT REQUESTED, which will be the amount of the summary payment, then enter the AMOUNT REQUESTED from each desired Account ID on this page. Enter Action P to post the request and press Enter.

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY	HH:MM:SS
08/02/2000 T		
		PAGE 1 OF 3
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
SETTLEMENT DATE: 08/02/2000	REQ REF NUM: MS3	TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: 100000
CASH ON HAND: _____		TOT AMT ENT: _____
ASAP SEQUENCE NUMBER:		
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE ITM
F1R10001	50000	\$485,000.00
F1R10002	50000	\$485,000.00
F1R10003		\$500,000.00
F1R103A	_____	
F1R103B	_____	
F1R103C	_____	
F1R10004		\$500,000.00
F1R104D	_____	
F1R104E	_____	
ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)		
F8=PGDN F9=ALC F10=RO		

**STEP 3: RESULT**

The summary payment request is posted successfully.

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY	HH:MM:SS
08/02/2000 T		
		PAGE 1 OF 3
REQUESTOR ID: 0101234	<b>SUMMARY POSTED</b>	
SETTLEMENT DATE: 08/02/2000	REQ REF NUM: MS3	TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: \$100,000.00
CASH ON HAND:		TOT AMT ENT: \$100,000.00
ASAP SEQUENCE NUMBER:		
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE ITM #
F1R10001	\$50,000.00	\$435,000.00 01
F1R10002	\$50,000.00	\$435,000.00 02
F1R10003		\$500,000.00
F1R103A		
F1R103B		
F1R103C		
F1R10004		\$500,000.00
F1R104D		
F1R104E		
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)		
F3=PRMT F4=MENU F5=MAIN F8=PGDN		
<b>I0043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.</b>		

**STEP 4: ACTION**

Press F3=PRMT to return to the Master Payment Request Prompt screen.

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY	HH:MM:SS
08/02/2000 T		
		PAGE 1 OF 3
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
SETTLEMENT DATE: 08/02/2000	REQ REF NUM: MS3	TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: \$100,000.00
CASH ON HAND:		TOT AMT ENT: \$100,000.00
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 000002 1040226		

  

ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE	ITM #
F1R10001	\$50,000.00	\$435,000.00	01
F1R10002	\$50,000.00	\$435,000.00	02
F1R10003		\$500,000.00	
F1R103A			
F1R103B			
F1R103C			
F1R10004		\$500,000.00	
F1R104D			
F1R104E			

F3=PRMT F4=MENU F5=MAIN F7=PGUP

I0043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.

**STEP 4: RESULT**

The prompt screen appears with the information you entered earlier. You may change this information as needed to make another Master Summary Payment Request.

SP025C	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP025CO	MASTER PAYMENT REQUEST PROMPT	HH:MM:SS
08/02/2000 T		
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	BANK ACCT: 1 (1=1ST, OR ENTER
TYPE OF PAYMENT: S (I=INDIVIDUAL OR S=SUMMARY)		2=ND, 3= 3RD,
PAYMENT DELIVERY METHOD: F (A=ACH OR F=FEDWIRE)		4=4TH, OR
SETTLEMENT DATE: 08/02/2000 (MM/DD/CCYY)		BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: MS3		

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID: 0101111 SHORT NAME: GRAY U

AGENCY LOCATION CODE/REGION: \_\_\_\_\_/\_\_\_ OR TYPE <S> TO SELECT FROM LIST

SEL	ALC/REGION	SHORT NAME	SEL	ALC/REGION	SHORT NAME
_	11000001/	US MONEY1	_	22000000/02	US MONEY2

F4=MENU F5=MAIN



**EXAMPLE FOUR**

Using the **Master Summary** Request feature, we will draw funds from one Federal Agency on behalf of one Recipient Organization. We are requesting an ACH payment for delivery to one of multiple bank relationships.

- < One Federal Agency
- < One Recipient Organization
- < MORE THAN one screen of accounts
- < Next day ACH payment
- < Multiple bank relationships

**STEP 1: ACTION**

Fill in the prompt screen as shown below and press Enter. Note that we are selecting bank relationship 2, so the funds will be delivered to the Requestor's second ACH bank relationship.

```

SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025CO          MASTER PAYMENT REQUEST PROMPT                      HH:MM:SS
08/02/2000 T
REQUESTOR ID:0101234          SHORT NAME: GRAY U          BANK ACCT: 2 (1ST, OR ENTER
TYPE OF PAYMENT: S (I=INDIVIDUAL OR S=SUMMARY)          2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A (A=ACH OR F=FEDWIRE)          4=4TH OR
SETTLEMENT DATE: 08/03/2000 (MM/DD/CCYY)          BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: MS4

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID: 0101111          SHORT NAME:
AGENCY LOCATION CODE/REGION: _____/___ OR TYPE <S> TO SELECT FROM LIST

SEL   ALC/REGION          SHORT NAME          SEL   ALC/REGION          SHORT NAME
S    11000001/          US MONEY1          _    22000000/02          US MONEY2

F4=MENU F5=MAIN

```

**STEP 1: RESULT**

The request entry screen appears with all Account IDs associated with the Federal Agency - Recipient Organization combination specified on the prompt. Note that you are on page 1 of 3, and the F8=PGDN function key is displayed to let you page down to additional pages of account IDs.

```

SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030EO          SUMMARY PAYMENT REQUEST MASTER ENTRY              HH:MM:SS
08/02/2000 T
                                           PAGE    1 OF    3

REQUESTOR ID: 0101234          SHORT NAME: GRAY U
SETTLEMENT DATE: 08/03/2000 REQ REF NUM: MS4          TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT AMT REQ: _____
CASH ON HAND: _____          TOT AMT ENT: _____
ASAP SEQUENCE NUMBER:

ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM
F1R10001          _____          $435,000.00
F1R10002          _____          $435,000.00
F1R10003          _____          $500,000.00
F1R103A          _____
F1R103B          _____
F1R103C          _____
F1R10004          _____          $500,000.00
F1R104D          _____
F1R104E          _____

ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                           F8=PGDN F9=ALC F10=RO

```

**STEP 2: ACTION**

Enter the TOTAL AMOUNT REQUESTED, which will be the amount of the summary payment, then enter the AMOUNT REQUESTED from each desired Account ID on this page. Then, press F8=PGDN to navigate to the next page of Account IDs.

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY	HH:MM:SS
08/02/2000 T		
		PAGE 1 OF 3
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
SETTLEMENT DATE: 08/03/2000	REQ REF NUM: MS4	TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: 21500
CASH ON HAND: _____		TOT AMT ENT:
ASAP SEQUENCE NUMBER:		
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE ITM
F1R10001	10000	\$435,000.00
F1R10002	10000	\$435,000.00
F1R10003		\$500,000.00
F1R103A	_____	
F1R103B	_____	
F1R103C	_____	
F1R10004		\$500,000.00
F1R104D	_____	
F1R104E	_____	
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)		
F8=PGDN F9=ALC F10=RO		

**STEP 2: RESULT**

The second page of Account IDs for this Federal Agency - Recipient Organization combination appears. Note that you are on Page 2 of 3, and the F7=PGUP function key is displayed. This function key will allow you to "page up" to the previous page of Account IDs, if desired.

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY	HH:MM:SS
08/02/2000 T		
		PAGE 2 OF 3
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
SETTLEMENT DATE: 08/03/2000	REQ REF NUM: MS4	TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: \$21,500.00
CASH ON HAND: _____		TOT AMT ENT: \$20,000.00
ASAP SEQUENCE NUMBER:		
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE ITM
F1R104F	_____	
F1R10005		\$500,000.00
F1R105G	_____	
F1R105H	_____	
F1R105I	_____	
F1R10006		\$500,000.00
F1R10007		\$500,000.00
F1R10008		\$500,000.00
F1R10009		\$500,000.00
ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)		
F7=PGUP F8=PGDN F9=ALC F10=RO		
I0034 DATA ON PREVIOUS SUMMARY SCREEN SAVED.		

**STEP 3: ACTION**

Enter the AMOUNT REQUESTED from each desired Account ID on this page. Type a P in the ACTION field and press Enter to post the summary request.

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY		HH:MM:SS
08/02/2000 T			
		PAGE 2 OF 3	
REQUESTOR ID: 0101234	SHORT NAME: GRAY U		
SETTLEMENT DATE: 08/03/2000	REQ REF NUM: MS4	TYPE OF PAYMENT: S	
AGENCY LOCATION CODE/REGION: 11000001/		SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: \$21,500.00	
CASH ON HAND:		TOT AMT ENT: \$20,000.00	
ASAP SEQUENCE NUMBER:			
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE	ITM
F1R104F			
F1R10005		\$500,000.00	
F1R105G			
F1R105H			
F1R105I			
F1R10006	750	\$500,000.00	
F1R10007	750	\$500,000.00	
F1R10008		\$500,000.00	
F1R10009		\$500,000.00	
ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)			
		F7=PGUP F8=PGDN	F9=ALC F10=RO
I0034 DATA ON PREVIOUS SUMMARY SCREEN SAVED.			

**STEP 3: RESULT**

You are returned to the **first** page of accounts, with updated available balances.

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY		HH:MM:SS
08/02/2000 T			
		PAGE 1 OF 3	
REQUESTOR ID: 0101234	<b>SUMMARY POSTED</b>		
SETTLEMENT DATE: 08/03/2000	REQ REF NUM: MS4	TYPE OF PAYMENT: S	
AGENCY LOCATION CODE/REGION: 11000001/		SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: \$21,500.00	
CASH ON HAND:		TOT AMT ENT: \$21,500.00	
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 000002 1040226			
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE	ITM #
F1R10001	\$10,000.00	\$425,000.00	01
F1R10002	\$10,000.00	\$425,000.00	02
F1R10003		\$500,000.00	
F1R103A			
F1R103B			
F1R103C			
F1R10004		\$500,000.00	
F1R104D			
F1R104E			
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)			
		F3=PRMT F4=MENU F5=MAIN	F8=PGDN
<b>I0043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.</b>			

**STEP 4: ACTION**

Press F8=PGDN to view page 2 of the posted summary request.

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY	HH:MM:SS
08/02/2000 T		
		PAGE 1 OF 3
REQUESTOR ID: 0101234	SUMMARY POSTED	
SETTLEMENT DATE: 08/03/2000	REQ REF NUM: MS4	TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: \$21,500.00
CASH ON HAND:		TOT AMT ENT: \$21,500.00
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 000002 1040226		
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE ITM #
F1R10001	\$10,000.00	\$425,000.00 01
F1R10002	\$10,000.00	\$425,000.00 02
F1R10003		\$500,000.00
F1R103A		
F1R103B		
F1R103C		
F1R10004		\$500,000.00
F1R104D		
F1R104E		
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)		
F3=PRMT F4=MENU F5=MAIN F8=PGDN		
I0043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.		

**STEP 4: RESULT**

The second page appears, complete with updated available balances. **Note:** The ASAP SEQUENCE NUMBER is the same for all pages of a summary request.

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY	HH:MM:SS
08/02/2000 T		
		PAGE 2 OF 3
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
SETTLEMENT DATE: 08/03/2000	REQ REF NUM: MS4	TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: \$21,500.00
CASH ON HAND:		TOT AMT ENT: \$21,500.00
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 000002 1040226		
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE ITM #
F1R104F		
F1R10005		\$500,000.00
F1R105G		
F1R105H		
F1R105I		
F1R10006	\$750.00	\$499,250.00 03
F1R10007	\$750.00	\$499,250.00 04
F1R10008		\$500,000.00
F1R10009		\$500,000.00
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)		
F3=PRMT F4=MENU F5=MAIN F7=PGUP F8=PGDN		
I0054 PAGING PERFORMED.		

**STEP 5: ACTION**

Press F3=PRMT to return to the Master Payment Request Prompt screen.

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY	HH:MM:SS
08/02/2000 T		
		PAGE 2 OF 3
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
SETTLEMENT DATE: 08/03/2000	REQ REF NUM: MS4	TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: \$21,500.00
CASH ON HAND:		TOT AMT ENT: \$21,500.00
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 000002 1040226		

  

ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE	ITM #
F1R104F			
F1R10005		\$500,000.00	
F1R105G			
F1R105H			
F1R105I			
F1R10006	\$750.00	\$499,250.00	03
F1R10007	\$750.00	\$499,250.00	04
F1R10008		\$500,000.00	
F1R10009		\$500,000.00	

ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)  
 F3=PRMT F4=MENU F5=MAIN F7=PGUP F8=PGDN

I0054 PAGING PERFORMED.

**STEP 5: RESULT**

The prompt screen appears with the information you entered earlier. You may change this information as needed make another Master Summary Payment Request.

SP025C	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP025CO	MASTER PAYMENT REQUEST PROMPT	HH:MM:SS
08/02/2000 T		
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	BANK ACCT: 2 (1ST, OR ENTER
TYPE OF PAYMENT: S (I=INDIVIDUAL OR S=SUMMARY)		2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A (A=ACH OR F=FEDWIRE)		4=4TH OR
SETTLEMENT DATE: 08/03/2000 (MM/DD/CCYY)		BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: MS4		

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID: 0101111 SHORT NAME: GRAY U

AGENCY LOCATION CODE/REGION: \_\_\_\_\_/\_\_\_ OR TYPE <S> TO SELECT FROM LIST

SEL	ALC/REGION	SHORT NAME	SEL	ALC/REGION	SHORT NAME
_	11000001/	US MONEY1	_	22000000/02	US MONEY2

F4=MENU F5=MAIN

**EXAMPLE FIVE**

Using the **Master Summary** Request feature, we will draw funds from one Federal Agency on behalf of one Recipient Organization, selecting from MORE THAN one screen of Account IDs. We are requesting from accounts subject to Agency Review.

- < One Federal Agency
- < One Recipient Organization
- < MORE THAN one screen of accounts
- < Accounts subject to Agency Review
- < Next day ACH payment

**STEP 1: ACTION**

Fill in the prompt screen as shown below and press Enter. Note that we are changing the BANK ACCT back to "1".

```

SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025CO          MASTER PAYMENT REQUEST PROMPT                      HH:MM:SS
08/02/2000 T
REQUESTOR ID:0101234          SHORT NAME: GRAY U  BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S  (I=INDIVIDUAL OR S=SUMMARY)                      2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A  (A=ACH OR F=FEDWIRE)                      4=4TH OR
SETTLEMENT DATE: 08/03/2000  (MM/DD/CCYY)                          BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: MS5

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID:0101111          SHORT NAME:
AGENCY LOCATION CODE/REGION:_____/__  OR TYPE <S> TO SELECT FROM LIST

SEL   ALC/REGION          SHORT NAME          SEL   ALC/REGION          SHORT NAME
S     11000001/          US MONEY1           _     22000000/02          US MONEY2

F4=MENU F5=MAIN

```

**STEP 1: RESULT**

The request entry screen appears with all Account IDs associated with the Federal Agency - Recipient Organization combination specified on the prompt.

```

SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030EO          SUMMARY PAYMENT REQUEST MASTER ENTRY                HH:MM:SS
08/02/2000 T
                                           PAGE   1 OF   3

REQUESTOR ID: 0101234          SHORT NAME: GRAY U
SETTLEMENT DATE: 08/03/2000  REQ REF NUM: MS5          TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT AMT REQ: _____
CASH ON HAND: _____          TOT AMT ENT: _____
ASAP SEQUENCE NUMBER:

ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM
F1R10001          _____          $425,000.00
F1R10002          _____          $425,000.00
F1R10003          _____          $500,000.00
F1R103A          _____
F1R103B          _____
F1R103C          _____
F1R10004          _____          $500,000.00
F1R104D          _____
F1R104E          _____
ACTION: _  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                           F8=PGDN  F9=ALC  F10=RO

```



**STEP 2: ACTION**

Press F8=PGDN to get to the second page of accounts.

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY	HH:MM:SS
08/02/2000 T		
	PAGE	1 OF 3
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
SETTLEMENT DATE: 08/03/2000	REQ REF NUM: MS5	TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: _____
CASH ON HAND: _____		TOT AMT ENT: _____
ASAP SEQUENCE NUMBER:		
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE ITM
F1R10001	_____	\$425,000.00
F1R10002	_____	\$425,000.00
F1R10003	_____	\$500,000.00
F1R103A	_____	
F1R103B	_____	
F1R103C	_____	
F1R10004	_____	\$500,000.00
F1R104D	_____	
F1R104E	_____	
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)		
	F8=PGDN	F9=ALC F10=RO

**STEP 2: RESULT**

The second page of Account IDs for this Federal Agency - Recipient Organization combination appears. Note that you are on Page 2 of 3, and the F7=PGUP function key is displayed.

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY	HH:MM:SS
08/02/2000 T		
	PAGE	2 OF 3
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
SETTLEMENT DATE: 08/03/2000	REQ REF NUM: MS5	TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: _____
CASH ON HAND: _____		TOT AMT ENT: _____
ASAP SEQUENCE NUMBER:		
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE ITM
F1R104F	_____	
F1R10005	_____	\$500,000.00
F1R105G	_____	
F1R105H	_____	
F1R105I	_____	
F1R10006	_____	\$499,250.00
F1R10007	_____	\$499,250.00
F1R10008	_____	\$500,000.00
F1R10009	_____	\$500,000.00
ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)		
	F7=PGUP	F8=PGDN F9=ALC F10=RO
I0034	DATA ON PREVIOUS SUMMARY SCREEN SAVED.	

**STEP 3: ACTION**

Enter the TOTAL AMOUNT REQUESTED and the AMOUNT REQUESTED from each desired Account ID on this page. Type a P in the ACTION field and press Enter to post the summary request. Note that these accounts are subject to Agency Review, and that the amounts requested exceed the Agency Review threshold.

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY	HH:MM:SS
08/02/2000 T		
PAGE 2 OF 3		
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
SETTLEMENT DATE: 08/03/2000	REQ REF NUM: MS5	TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: 325000
CASH ON HAND:		TOT AMT ENT:
ASAP SEQUENCE NUMBER:		
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE ITM
F1R104F		
F1R10005		\$500,000.00
F1R105G		
F1R105H		
F1R105I		
F1R10006		\$499,250.00
F1R10007		\$499,250.00
F1R10008	100000	\$500,000.00
F1R10009	225000	\$500,000.00
ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)		
	F7=PGUP F8=PGDN	F9=ALC F10=RO
I0034 DATA ON PREVIOUS SUMMARY SCREEN SAVED.		

**STEP 3: RESULT**

You are returned to the **first** page of accounts, with an information message advising that the request is subject to agency review. Note: A payment request subject to agency review will be held and not affect account balances until the Federal Agency either approves or rejects the payment.

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY	HH:MM:SS
08/02/2000 T		
PAGE 1 OF 3		
REQUESTOR ID: 0101234	<b>SUMMARY POSTED</b>	
SETTLEMENT DATE: 08/03/2000	REQ REF NUM: MS5	TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: \$325,000.00
CASH ON HAND:		TOT AMT ENT: \$325,000.00
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 000002 1040226		
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE ITM #
F1R10001		\$425,000.00
F1R10002		\$425,000.00
F1R10003		\$500,000.00
F1R103A		
F1R103B		
F1R103C		
F1R10004		\$500,000.00
F1R104D		
F1R104E		
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)		
F3=PRMT F4=MENU F5=MAIN	F8=PGDN	
I0130 PAYMENT REQUEST(S) POSTED SUCCESSFULLY. PAYMNT IS SUBJ TO AGENCY REVIEW.		

**STEP 4: ACTION**

Press F8=PGDN to view page 2 of the posted summary request.

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY		HH:MM:SS
08/02/2000 T			
		PAGE	1 OF 3
REQUESTOR ID: 0101234	SUMMARY POSTED		
SETTLEMENT DATE: 08/03/2000	REQ REF NUM: MS5	TYPE OF PAYMENT: S	
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1		
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: \$325,000.00	
CASH ON HAND:	TOT AMT ENT: \$325,000.00		
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 000002 1040226			
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE	ITM #
F1R10001		\$425,000.00	
F1R10002		\$425,000.00	
F1R10003		\$500,000.00	
F1R103A			
F1R103B			
F1R103C			
F1R10004		\$500,000.00	
F1R104D			
F1R104E			
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)			
F3=PRMT F4=MENU F5=MAIN		F8=PGDN	
I0130 PAYMENT REQUEST(S) POSTED SUCCESSFULLY. PAYMNT IS SUBJ TO AGENCY REVIEW.			

**STEP 4: RESULT**

The second page appears. Note that the available balances are unaffected. The available balance will not be reduced until the Agency approves the request. **Note:** The ASAP SEQUENCE NUMBER is the same for all pages of a summary request.

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY		HH:MM:SS
08/02/2000 T			
		PAGE	2 OF 3
REQUESTOR ID: 0101234	SHORT NAME: GRAY U		
SETTLEMENT DATE: 08/03/2000	REQ REF NUM: MS5	TYPE OF PAYMENT: S	
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1		
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: \$325,000.00	
CASH ON HAND:	TOT AMT ENT: \$325,000.00		
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 000002 1040226			
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE	ITM #
F1R104F			
F1R10005		\$500,000.00	
F1R105G			
F1R105H			
F1R105I			
F1R10006		\$499,250.00	
F1R10007		\$499,250.00	
F1R10008	\$100,000.00	\$500,000.00	01
F1R10009	\$225,000.00	\$500,000.00	02
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)			
F3=PRMT F4=MENU F5=MAIN		F7=PGUP F8=PGDN	
I0054 PAGING PERFORMED.			

**STEP 5: ACTION**

Press F3=PRMT to return to the Master Payment Request Prompt screen.

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY	HH:MM:SS
08/02/2000 T		
		PAGE 2 OF 3
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
SETTLEMENT DATE: 08/03/2000	REQ REF NUM: MS5	TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: \$325,000.00
CASH ON HAND:		TOT AMT ENT: \$325,000.00
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 000002 1040226		

  

ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE	ITM #
F1R104F			
F1R10005		\$500,000.00	
F1R105G			
F1R105H			
F1R105I			
F1R10006		\$499,250.00	
F1R10007		\$499,250.00	
F1R10008	\$100,000.00	\$500,000.00	01
F1R10009	\$225,000.00	\$500,000.00	02

  

F3=PRMT F4=MENU F5=MAIN F7=PGUP F8=PGDN

I0054 PAGING PERFORMED.

**STEP 5: RESULT**

The prompt screen appears with the information you entered earlier. You may change this information as needed to make another Master Summary Payment Request.

SP025C	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP025CO	MASTER PAYMENT REQUEST PROMPT	HH:MM:SS
08/02/2000 T		
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S (I=INDIVIDUAL OR S=SUMMARY)		2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A (A=ACH OR F=FEDWIRE)		4=4TH OR
SETTLEMENT DATE: 08/03/2000 (MM/DD/CCYY)		BLANK FOR LIST
REQUESTOR REFERENCE NUMBER: MS5		

  

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

  

RECIPIENT ID: 0101111	SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: _____/___ OR TYPE <S> TO SELECT FROM LIST	

  

SEL	ALC/REGION	SHORT NAME	SEL	ALC/REGION	SHORT NAME
_	11000001/	US MONEY1	_	22000000/02	US MONEY2

  

F4=MENU F5=MAIN

**EXAMPLE SIX**

Using the **Master Summary** Request feature, we will draw funds from one Federal Agency on behalf of one Recipient Organization, and we will request a next day ACH payment from accounts that have maximum draw limits set.

- < One Federal Agency
- < One Recipient Organization
- < Next day ACH payment
- < Accounts subject to Maximum Draw

**STEP 1: ACTION**

Fill in the prompt screen and press Enter.

```

SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025CO          MASTER PAYMENT REQUEST PROMPT                      HH:MM:SS
08/02/2000 T
REQUESTOR ID:0101234          SHORT NAME: GRAY U          BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S (I=INDIVIDUAL OR S=SUMMARY)          2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A (A=ACH OR F=FEDWIRE)          4=4TH, OR
SETTLEMENT DATE: 08/03/2000 (MM/DD/CCYY)          BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: MS6

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID:0101111          SHORT NAME:
AGENCY LOCATION CODE/REGION:_____/__ OR TYPE <S> TO SELECT FROM LIST

SEL   ALC/REGION          SHORT NAME          SEL   ALC/REGION          SHORT NAME
S    11000001/          US MONEY1          _    22000000/02          US MONEY2

F4=MENU F5=MAIN

```

**STEP 1: RESULT**

The request entry screen appears with all accounts for the Federal Agency - Recipient Organization combination specified on the prompt.

```

SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030EO          SUMMARY PAYMENT REQUEST MASTER ENTRY              HH:MM:SS
08/02/2000 T
                                           PAGE   1 OF   3

REQUESTOR ID: 0101234          SHORT NAME: GRAY U
SETTLEMENT DATE: 08/03/2000  REQ REF NUM: MS6          TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT AMT REQ: _____
CASH ON HAND: _____          TOT AMT ENT: _____
ASAP SEQUENCE NUMBER:

ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM
F1R10001          _____          $425,000.00
F1R10002          _____          $425,000.00
F1R10003          _____          $500,000.00
F1R103A          _____
F1R103B          _____
F1R103C          _____
F1R10004          _____          $500,000.00
F1R104D          _____
F1R104E          _____

ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                           F8=PGDN F9=ALC F10=RO

```

**STEP 2: ACTION**

Press F8=PGDN to get to the second page of accounts.

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY		HH:MM:SS
08/02/2000 T			
		PAGE	1 OF 3
REQUESTOR ID: 0101234	SHORT NAME: GRAY U		
SETTLEMENT DATE: 08/03/2000	REQ REF NUM: MS6	TYPE OF PAYMENT: S	
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1		
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: _____	
CASH ON HAND: _____	TOT AMT ENT: _____		
ASAP SEQUENCE NUMBER:			
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE	ITM
F1R10001	_____	\$425,000.00	
F1R10002	_____	\$425,000.00	
F1R10003	_____	\$500,000.00	
F1R103A	_____		
F1R103B	_____		
F1R103C	_____		
F1R10004	_____	\$500,000.00	
F1R104D	_____		
F1R104E	_____		
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)			
F8=PGDN F9=ALC F10=RO			

**STEP 2: RESULT**

The second page of Account IDs for this Federal Agency - Recipient Organization combination appears. Note that you are on Page 2 of 3, and the F7=PGUP function key is displayed.

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY		HH:MM:SS
08/02/2000 T			
		PAGE	2 OF 3
REQUESTOR ID: 0101234	SHORT NAME: GRAY U		
SETTLEMENT DATE: 08/03/2000	REQ REF NUM: MS6	TYPE OF PAYMENT: S	
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1		
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: _____	
CASH ON HAND: _____	TOT AMT ENT: _____		
ASAP SEQUENCE NUMBER:			
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE	ITM
F1R104F	_____		
F1R10005	_____	\$500,000.00	
F1R105G	_____		
F1R105H	_____		
F1R105I	_____		
F1R10006	_____	\$499,250.00	
F1R10007	_____	\$499,250.00	
F1R10008	_____	\$500,000.00	
F1R10009	_____	\$500,000.00	
ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)			
F7=PGUP F8=PGDN F9=ALC F10=RO			
I0034 DATA ON PREVIOUS SUMMARY SCREEN SAVED.			

**STEP 3: ACTION**

Enter the TOTAL AMOUNT REQUESTED, which will be the total amount of the summary payment from all accounts. Then enter the AMOUNT REQUESTED from each desired Account ID on this page. Type P in the ACTION field and press Enter to post the request.

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY	HH:MM:SS
08/02/2000 T		
	PAGE	2 OF 3
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
SETTLEMENT DATE: 08/03/2000	REQ REF NUM: MS6	TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: 150000
CASH ON HAND:		TOT AMT ENT:
ASAP SEQUENCE NUMBER:		

ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE	ITM
F1R104F			
F1R10005		\$500,000.00	
F1R105G			
F1R105H			
F1R105I			
F1R10006	75000	\$499,250.00	
F1R10007	75000	\$499,250.00	
F1R10008		\$500,000.00	
F1R10009		\$500,000.00	

ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

F7=PGUP F8=PGDN F9=ALC F10=RO

**STEP 3: RESULT**

The payment request has not posted successfully due to one or more accounts exceeding the daily maximum draw limit.

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY	HH:MM:SS
08/02/2000 T		
	PAGE	2 OF 3
REQUESTOR ID: 0101234		
SETTLEMENT DATE: 08/03/2000	REQ REF NUM: MS6	TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: \$150,000.00
CASH ON HAND:		TOT AMT ENT: \$150,000.00
ASAP SEQUENCE NUMBER:		

ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE	ITM
F1R104F			
F1R10005		\$500,000.00	
F1R105G			
F1R105H			
F1R105I			
F1R10006	\$75,000.00	\$499,250.00	
F1R10007	\$75,000.00	\$499,250.00	
F1R10008		\$500,000.00	
F1R10009		\$500,000.00	

ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

F3=PRMT F4=MENU F5=MAIN F7=PGUP F8=PGDN

**E0629 REQUEST EXCEEDS THE DAILY MAXIMUM DRAW LIMIT.**



**STEP 4: ACTION**

You have the option to change the request amounts to be within the maximum draw amount limits and re-post the request. Here, we will just press F3=PRMT to return to the Master Payment Request Prompt screen.

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY	HH:MM:SS
08/02/2000 T		
		PAGE 2 OF 3
REQUESTOR ID: 0101234		
SETTLEMENT DATE: 08/03/2000	REQ REF NUM: MS6	TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/ SHORT NAME: US MONEY1		
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: \$150,000.00
CASH ON HAND:		TOT AMT ENT: \$150,000.00
ASAP SEQUENCE NUMBER:		
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE
F1R104F		
F1R10005		\$500,000.00
F1R105G		
F1R105H		
F1R105I		
F1R10006	\$75,000.00	\$499,250.00
F1R10007	\$75,000.00	\$499,250.00
F1R10008		\$500,000.00
F1R10009		\$500,000.00
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)		
F3=PRMT F4=MENU F5=MAIN F7=PGUP F8=PGDN		
E0629 REQUEST EXCEEDS THE DAILY MAXIMUM DRAW LIMIT.		

**STEP 4: RESULT**

The prompt screen appears.

SP025C	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP025CO	MASTER PAYMENT REQUEST PROMPT	HH:MM:SS
08/02/2000 T		
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S	(I=INDIVIDUAL OR S=SUMMARY)	2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A	(A=ACH OR F=FEDWIRE)	4=4TH, OR
SETTLEMENT DATE: 08/03/2000	(MM/DD/CCYY)	BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: MS6		
PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:		
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	
AGENCY LOCATION CODE/REGION: _____/_ OR TYPE <S> TO SELECT FROM LIST		
SEL	ALC/REGION	SHORT NAME
—	11000001/	US MONEY1
SEL	ALC/REGION	SHORT NAME
—	22000000/02	US MONEY2
F4=MENU F5=MAIN		

**EXAMPLE SEVEN**

Using the **Master Summary** Request feature, we will draw funds from one Federal Agency on behalf of one Recipient Organization, and we will request a next day ACH payment from accounts that have account details (Control Accounts).

- < One Federal Agency
- < One Recipient Organization
- < Next day ACH payment
- < Control Account

**STEP 1: ACTION**

Fill in the prompt screen and press Enter.

```

SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025CO          MASTER PAYMENT REQUEST PROMPT                      HH:MM:SS
08/02/2000 T
REQUESTOR ID:0101234          SHORT NAME: GRAY U          BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S (I=INDIVIDUAL OR S=SUMMARY)          2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A (A=ACH OR F=FEDWIRE)          4=4TH, OR
SETTLEMENT DATE: 08/03/2000 (MM/DD/CCYY)          BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: MS7

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID:0101111          SHORT NAME:
AGENCY LOCATION CODE/REGION:_____/___ OR TYPE <S> TO SELECT FROM LIST

SEL   ALC/REGION          SHORT NAME          SEL   ALC/REGION          SHORT NAME
S     11000001/          US MONEY1          _     22000000/02          US MONEY2

F4=MENU F5=MAIN

```

**STEP 1: RESULT**

The request entry screen appears with all accounts for the Federal Agency - Recipient Organization combination specified on the prompt. Note that the accounts with account details only have enterable lines for AMOUNT REQUESTED at the account detail level.

```

SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030EO          SUMMARY PAYMENT REQUEST MASTER ENTRY              HH:MM:SS
08/02/2000 T
                                           PAGE 1 OF 3
REQUESTOR ID: 0101234          SHORT NAME: GRAY U
SETTLEMENT DATE: 08/03/2000 REQ REF NUM: MS7          TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT AMT REQ: _____
CASH ON HAND: _____          TOT AMT ENT: _____
ASAP SEQUENCE NUMBER:
ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM
F1R10001          _____          $425,000.00
F1R10002          _____          $425,000.00
F1R10003          _____          $500,000.00
F1R103A          _____
F1R103B          _____
F1R103C          _____
F1R10004          _____          $500,000.00
F1R104D          _____
F1R104E          _____

ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                           F8=PGDN F9=ALC F10=RO

```

**STEP 2: ACTION**

Enter the TOTAL AMOUNT REQUESTED, which will be the total amount of the summary payment from all accounts. Then enter the AMOUNT REQUESTED at the account detail level from the Control Accounts on this page. Type P in the ACTION field and press Enter to post the request.

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY	HH:MM:SS
08/02/2000 T		
		PAGE 1 OF 3
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
SETTLEMENT DATE: 08/03/2000	REQ REF NUM: MS7	TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: 10000
CASH ON HAND:		TOT AMT ENT:
ASAP SEQUENCE NUMBER:		
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE ITM
F1R10001		\$425,000.00
F1R10002		\$425,000.00
F1R10003		\$500,000.00
F1R103A	2500	
F1R103B	2500	
F1R103C		
F1R10004		\$500,000.00
F1R104D	2500	
F1R104E	2500	
ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)		
F8=PGDN F9=ALC F10=RO		

**STEP 2: RESULT**

The payment request has posted successfully. The amounts requested at the Account ID level is displayed for you.

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY	HH:MM:SS
08/02/2000 T		
		PAGE 1 OF 3
REQUESTOR ID: 0101234	SUMMARY POSTED	
SETTLEMENT DATE: 08/03/2000	REQ REF NUM: MS7	TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: \$10,000.00
CASH ON HAND:		TOT AMT ENT: \$10,000.00
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 000003 1044001		
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE ITM
F1R10001		\$425,000.00
F1R10002		\$425,000.00
F1R10003	\$5,000.00	\$495,000.00 01
F1R103A	\$2,500.00	
F1R103B	\$2,500.00	
F1R103C		
F1R10004	\$5,000.00	\$495,000.00 02
F1R104D	\$2,500.00	
F1R104E	\$2,500.00	
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)		
F3=PRMT F4=MENU F5=MAIN F8=PGDN		
I0043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.		

**STEP 3: ACTION**

Press F3=PRMT to return to the Master Payment Request Prompt screen.

SP030E	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030EO	SUMMARY PAYMENT REQUEST MASTER ENTRY	HH:MM:SS
08/02/2000 T		
		PAGE 1 OF 3
REQUESTOR ID: 0101234	SUMMARY POSTED	
SETTLEMENT DATE: 08/03/2000	REQ REF NUM: MS7	TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: \$10,000.00
CASH ON HAND:		TOT AMT ENT: \$10,000.00
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 000003 1044001		
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE ITM
F1R10001		\$425,000.00
F1R10002		\$425,000.00
F1R10003	\$5,000.00	\$495,000.00 01
F1R103A	\$2,500.00	
F1R103B	\$2,500.00	
F1R103C		
F1R10004	\$5,000.00	\$495,000.00 02
F1R104D	\$2,500.00	
F1R104E	\$2,500.00	
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)		
F3=PRMT F4=MENU F5=MAIN F8=PGDN		
I0043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.		

**STEP 3: RESULT**

The prompt screen appears.

SP025C	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP025CO	MASTER PAYMENT REQUEST PROMPT	HH:MM:SS
08/02/2000 T		
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S	(I=INDIVIDUAL OR S=SUMMARY)	2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A	(A=ACH OR F=FEDWIRE)	4=4TH, OR
SETTLEMENT DATE: 08/03/2000	(MM/DD/CCYY)	BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: MS7		
PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:		
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	
AGENCY LOCATION CODE/REGION: _____/___ OR TYPE <S> TO SELECT FROM LIST		
SEL	ALC/REGION	SHORT NAME
SEL	ALC/REGION	SHORT NAME
_	11000001/	US MONEY1
_	22000000/02	US MONEY2
F4=MENU F5=MAIN		

**SECTION 3.1.2**  
**MASTER PAYMENT REQUESTS:**  
**INDIVIDUAL PAYMENTS**

**GUIDE TO EXAMPLES**

The following pages contain examples of how to use the Master Individual Payment Request feature to draw funds.

- Requestors who wish to request **same-day payments via FEDWIRE** should follow the steps in Example 1.
  
- If you are a **requestor who draws from multiple Federal Agencies through ASAP**, follow the steps in Example 2 for how to make individual payment requests from multiple Federal agencies.

**Note:** Individual payments are subject to agency review/maximum draw limits and can have control accounts as well as multiple banking relationships.

**EXAMPLE ONE**

Using the **Master Individual** Payment Request feature, we will draw funds from one Federal Agency for one Recipient Organization, selecting from more than one screen of accounts. We will request **SAME-DAY (FEDWIRE)** payments.

- < One Federal Agency
- < One Recipient Organization
- < More than one page of accounts
- < Same-day (FEDWIRE) payments

**STEP 1: ACTION**

Fill in the prompt screen as shown below (specifying same-day FEDWIRE settlement) and press Enter.  
**Note:** We will enter a partial Requestor Reference Number here and fill it in differently for each request on the entry screen in order to distinguish them.

```

SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025CO          MASTER PAYMENT REQUEST PROMPT                        HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SHORT NAME: GRAY U          BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: I (I=INDIVIDUAL OR S=SUMMARY)                2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: F (A=ACH OR F=FEDWIRE)                4=4TH, OR
SETTLEMENT DATE: 08/02/2000 (MM/DD/CCYY)                    BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: MI1_____

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID: 0101111          SHORT NAME:
AGENCY LOCATION CODE/REGION: _____/___ OR TYPE <S> TO SELECT FROM LIST

SEL  ALC/REGION          SHORT NAME          SEL  ALC/REGION          SHORT NAME
S    11000001/          US MONEY1          _    22000000/02          US MONEY2

F4=MENU F5=MAIN

```

**STEP 1: RESULT**

A message in the center of the screen asks you to confirm that you want a FEDWIRE payment.

```

SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025CO          MASTER PAYMENT REQUEST PROMPT                        HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SHORT NAME: GRAY U          BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: I (I=INDIVIDUAL OR S=SUMMARY)                2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: F (A=ACH OR F=FEDWIRE)                4=4TH, OR
SETTLEMENT DATE: 08/02/2000 (MM/DD/CCYY)                    BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: MI1_____

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:
FEDWIRE PAYMENT SETTLES TODAY, CONTINUE (Y/N): _
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: _____/___ OR TYPE <S> TO SELECT FROM LIST

SEL  ALC/REGION          SHORT NAME          SEL  ALC/REGION          SHORT NAME
S    11000001/          US MONEY1          _    22000000/02          US MONEY2

F4=MENU F5=MAIN
I0089 TYPE <Y> TO CONTINUE OR <N> TO CHANGE PAYMENT TYPE.

```



**STEP 2: ACTION**

Type Y to confirm and press Enter.

```

SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025CO          MASTER PAYMENT REQUEST PROMPT                      HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SHORT NAME: GRAY U          BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: I (I=INDIVIDUAL OR S=SUMMARY)          2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: F (A=ACH OR F=FEDWIRE)          4=4TH, OR
SETTLEMENT DATE: 08/02/2000 (MM/DD/CCYY)          BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: MI1

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:
          FEDWIRE PAYMENT SETTLES TODAY, CONTINUE (Y/N): Y
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: _____/_ OR TYPE <S> TO SELECT FROM LIST

SEL   ALC/REGION          SHORT NAME          SEL   ALC/REGION          SHORT NAME
S    11000001/          US MONEY1          _    22000000/02          US MONEY2

          F4=MENU F5=MAIN
I0089 TYPE <Y> TO CONTINUE OR <N> TO CHANGE PAYMENT TYPE.

```

**STEP 2: RESULT**

The request entry screen appears. All accounts for the Federal Agency - Recipient Organization combination specified on the prompt have been pulled up and can be viewed on five separate pages. This is indicated where the screen shows that you are on page 1 of 5.

```

SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030BO          INDIVIDUAL PAYMENT REQUEST MASTER ENTRY          HH:MM:SS
08/02/2000 T
          PAGE          1 OF          5

REQUESTOR ID: 0101234          SHORT NAME: GRAY U
SETTLEMENT DATE: 08/02/2000          TYPE OF PAYMENT: I
AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
REQUESTOR REFERENCE NUM: MI1          CASH ON HAND: _____
ASAP SEQUENCE NUMBER:
  ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM #
  REQ REF NUM
F1R10001          _____          $425,000.00
  MI1_____
F1R10002          _____          $425,000.00
  MI1_____
F1R10003          _____          $495,000.00
  F1R103A          _____
  F1R103B          _____
  F1R103C          _____
  MI1_____
ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
          F8=PGDN

```

**STEP 3: ACTION**

Enter the amount requested from the desired accounts, and change the Requestor Reference Number to identify each payment separately. Enter Action J to Jump and specify page number 3 to get to the third page of accounts.

SP030B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP030BO	INDIVIDUAL PAYMENT REQUEST MASTER ENTRY		HH:MM:SS
08/02/2000 T			
		PAGE	3 OF 5
REQUESTOR ID: 0101234	SHORT NAME: GRAY U		
SETTLEMENT DATE: 08/02/2000	TYPE OF PAYMENT: I		
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1		
RECIPIENT ID: 0101111	SHORT NAME: GRAY U		
REQUESTOR REFERENCE NUM: MI1	CASH ON HAND: _____		
ASAP SEQUENCE NUMBER:			
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE	ITM #
REQ REF NUM			
F1R10001	25000	\$425,000.00	
MI1-1			
F1R10002	25000	\$425,000.00	
MI1-2			
F1R10003		\$495,000.00	
F1R103A			
F1R103B			
F1R103C			
MI1			
ACTION: J (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)			
F8=PGDN			

**STEP 3: RESULT**

The third page of accounts appears to request funds.

SP030B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP030BO	INDIVIDUAL PAYMENT REQUEST MASTER ENTRY		HH:MM:SS
08/02/2000 T			
		PAGE	3 OF 5
REQUESTOR ID: 0101234	SHORT NAME: GRAY U		
SETTLEMENT DATE: 08/02/2000	TYPE OF PAYMENT: I		
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1		
RECIPIENT ID: 0101111	SHORT NAME: GRAY U		
REQUESTOR REFERENCE NUM: MI1	CASH ON HAND:		
ASAP SEQUENCE NUMBER:			
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE	ITM #
REQ REF NUM			
F1R105G			
MI1			
F1R10006		\$499,250.00	
MI1			
F1R10007		\$499,250.00	
MI1			
F1R10008		\$500,000.00	
MI1			
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)			
F7=PGUP F8=PGDN			
I0050 JUMP SUCCESSFUL. ALL DATA ON PREVIOUS PAGE SAVED BUT NOT POSTED.			

**STEP 4: ACTION**

Enter the amount requested from the desired accounts and post the request.

```

SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030BO          INDIVIDUAL PAYMENT REQUEST MASTER ENTRY             HH:MM:SS
08/02/2000 T

                                     PAGE      3 OF      5

REQUESTOR ID: 0101234          SHORT NAME: GRAY U
SETTLEMENT DATE: 08/02/2000          TYPE OF PAYMENT: I
AGENCY LOCATION CODE/REGION: 11000001/  SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
REQUESTOR REFERENCE NUM: MI1          CASH ON HAND:
ASAP SEQUENCE NUMBER:

ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM #
REQ REF NUM

F1R105G          _____
MI1_____
F1R10006          10000_____          $499,250.00
MI1-3_____
F1R10007          10000_____          $499,250.00
MI1-4_____
F1R10008          _____          $500,000.00
MI1_____
ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
F7=PGUP F8=PGDN
I0054 PAGING PERFORMED.

```

**STEP 4: RESULT**

The request is posted. You are returned to the first page of accounts. An ASAP Sequence Number is assigned, with Item Numbers assigned to the accounts from which funds were requested.

```

SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030BO          INDIVIDUAL PAYMENT REQUEST MASTER ENTRY             HH:MM:SS
08/02/2000 T

                                     PAGE      1 OF      5

REQUESTOR ID: 0101234          REQUEST(S) POSTED
SETTLEMENT DATE: 08/02/2000          TYPE OF PAYMENT: I
AGENCY LOCATION CODE/REGION: 11000001/  SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
REQUESTOR REFERENCE NUM: MI1          CASH ON HAND:
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V REST OF SEQNUM DISPLAYED BELOW

ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM #
REQ REF NUM

F1R10001          $25,000.00          $400,000.00
MI1-1          SEQNUM: 000001 01
F1R10002          $25,000.00          $400,000.00
MI1-2          SEQNUM: 000002 01
F1R10003          $495,000.00
F1R103A
F1R103B
F1R103C
MI1
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
F3=PRMT F4=MENU F5=MAIN          F8=PGDN F9=ALC F10=RO
I0081 SAME DAY INDIVIDUAL REQUEST(S) APPROVED.

```

**STEP 5: ACTION**

Enter Action J to Jump and page number 3 (or press F8=PGDN twice) to view the 3rd page of the posted request.

SP030B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030BO	INDIVIDUAL PAYMENT REQUEST MASTER ENTRY	HH:MM:SS
08/02/2000 T		
		PAGE 3 OF 5
REQUESTOR ID: 0101234	REQUEST(S) POSTED	
SETTLEMENT DATE: 08/02/2000	TYPE OF PAYMENT: I	
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	
REQUESTOR REFERENCE NUM: MI1	CASH ON HAND:	
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V REST OF SEQNUM DISPLAYED BELOW		
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE
REQ REF NUM		ITM #
F1R10001	\$25,000.00	\$400,000.00
MI1-1		SEQNUM: 000001 01
F1R10002	\$25,000.00	\$400,000.00
MI1-2		SEQNUM: 000002 01
F1R10003		\$495,000.00
F1R103A		
F1R103B		
F1R103C		
MI1		
ACTION: J (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)		
F3=PRMT F4=MENU F5=MAIN F7=PGUP F8=PGDN F9=ALC F10=RO		
I0081 SAME DAY INDIVIDUAL REQUEST(S) APPROVED.		

**STEP 5: RESULT**

You are presented with the third page of accounts.

SP030B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030BO	INDIVIDUAL PAYMENT REQUEST MASTER ENTRY	HH:MM:SS
08/02/2000 T		
		PAGE 3 OF 5
REQUESTOR ID: 0101234	REQUEST(S) POSTED	
SETTLEMENT DATE: 08/02/2000	TYPE OF PAYMENT: I	
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	
REQUESTOR REFERENCE NUM: MI1	CASH ON HAND:	
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V REST OF SEQNUM DISPLAYED BELOW		
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE
REQ REF NUM		ITM#
F1R105G		
MI1		
F1R10006	\$10,000.00	\$489,250.00
MI1-3		SEQNUM: 000003 01
F1R10007	\$10,000.00	\$489,250.00
MI1-4		SEQNUM: 000004 01
F1R10008		\$500,000.00
MI1		
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)		
F3=PRMT F4=MENU F5=MAIN F7=PGUP F8=PGDN F9=ALC F10=RO		
I0048 JUMP FUNCTION SUCCESSFULLY PERFORMED.		

**STEP 6: ACTION**

Press F3=PRMT to return to the Master Payment Request Prompt.

```

SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030BO          INDIVIDUAL PAYMENT REQUEST MASTER ENTRY              HH:MM:SS
08/02/2000 T

REQUESTOR ID: 0101234          REQUEST(S) POSTED
SETTLEMENT DATE: 08/02/2000          TYPE OF PAYMENT: I
AGENCY LOCATION CODE/REGION: 11000001/  SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
REQUESTOR REFERENCE NUM: MI1          CASH ON HAND:
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V REST OF SEQNUM DISPLAYED BELOW
  ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE
    REQ REF NUM          ITM#
  F1R105G
    MI1
F1R10006          $10,000.00          $489,250.00
    MI1-3          SEQNUM: 000003 01
F1R10007          $10,000.00          $489,250.00
    MI1-4          SEQNUM: 000004 01
F1R10008          $500,000.00
    MI1
ACTION:          (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
          F3=PRMT F4=MENU F5=MAIN          F7=PGUP F8=PGDN F9=ALC F10=RO
I0048 JUMP FUNCTION SUCCESSFULLY PERFORMED.

```

**STEP 6: RESULT**

The prompt screen appears.

```

SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025CO          MASTER PAYMENT REQUEST PROMPT                      HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SHORT NAME: GRAY U          BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: I (I=INDIVIDUAL OR S=SUMMARY)          2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: F (A=ACH OR F=FEDWIRE)          4=4TH, OR
SETTLEMENT DATE: 08/02/2000 (MM/DD/CCYY)          BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: MI1

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID: 0101111          SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: _____/___ OR TYPE <S> TO SELECT FROM LIST

SEL  ALC/REGION          SHORT NAME          SEL  ALC/REGION          SHORT NAME
_    11000001/          US MONEY1          _    22000000/02          US MONEY2

F4=MENU F5=MAIN

```

## EXAMPLE TWO

**Reminder:** You only need to complete this example if you will be requesting from more than one Federal Agency through ASAP.

Using the **Master Individual** Payment Request feature, we will draw funds on behalf of one Recipient Organization from TWO Federal Agencies, each time selecting from one screen of accounts. We will request individual **ACH** payments, using the optional **Requestor Reference Number** to identify each payment separately.

- < TWO Federal Agencies
- < One Recipient Organization
- < Multiple screens of accounts for each Federal Agency - Recipient Organization combination
- < ACH payments

**STEP 1: ACTION**

Fill in the prompt screen as shown below (specifying ACH delivery, next day settlement) and press Enter. **Note:** We will enter a partial Requestor Reference Number here and fill it in differently for each request on the entry screen in order to distinguish them.

```

SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025CO          MASTER PAYMENT REQUEST PROMPT                      HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234      SHORT NAME: GRAY U      BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: I (I=INDIVIDUAL OR S=SUMMARY)      2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A (A=ACH OR F=FEDWIRE)      4=4TH, OR
SETTLEMENT DATE: 08/03/2000 (MM/DD/CCYY)      BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: MI2_____

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID:0101111      SHORT NAME:
AGENCY LOCATION CODE/REGION:_____/___ OR TYPE <S> TO SELECT FROM LIST

SEL   ALC/REGION      SHORT NAME      SEL   ALC/REGION      SHORT NAME
S     11000001/      US MONEY1      _     22000000/02      US MONEY2

F4=MENU F5=MAIN

```

**STEP 1: RESULT**

The request entry screen appears. The screen indicates that you are on Page 1 of 5.

```

SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030BO          INDIVIDUAL PAYMENT REQUEST MASTER ENTRY            HH:MM:SS
08/02/2000 T
                                           PAGE      1 OF      5

REQUESTOR ID: 0101234      SHORT NAME: GRAY U
SETTLEMENT DATE: 08/03/2000      TYPE OF PAYMENT: I
AGENCY LOCATION CODE/REGION: 11000001/      SHORT NAME: US MONEY1
RECIPIENT ID: 0101111      SHORT NAME: GRAY U
REQUESTOR REFERENCE NUM: MI2      CASH ON HAND: _____
ASAP SEQUENCE NUMBER:

ACCOUNT ID      AMOUNT REQUESTED      AVAILABLE BALANCE      ITM #
REQ REF NUM
F1R10001      _____      $400,000.00
MI2_____
F1R10002      _____      $400,000.00
MI2_____
F1R10003      _____      $495,000.00
F1R103A      _____
F1R103B      _____
F1R103C      _____
MI2_____
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
F8=PGDN

```

**STEP 2: ACTION**

Enter the amount requested from the desired accounts, and change the Requestor Reference Number to identify each payment separately. Type a P in the Action field and press Enter to post this page.

```

SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030BO          INDIVIDUAL PAYMENT REQUEST MASTER ENTRY             HH:MM:SS
08/02/2000 T

                                PAGE      1 OF      5

REQUESTOR ID: 0101234          SHORT NAME: GRAY U
SETTLEMENT DATE: 08/03/2000          TYPE OF PAYMENT: I
AGENCY LOCATION CODE/REGION: 11000001/  SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
REQUESTOR REFERENCE NUM: MI2          CASH ON HAND: _____
ASAP SEQUENCE NUMBER:

  ACCOUNT ID      REQ REF NUM      AMOUNT REQUESTED      AVAILABLE BALANCE      ITM #
F1R10001          MI2-1          1000          $400,000.00
F1R10002          MI2-2          1000          $400,000.00
F1R10003          MI2          $495,000.00
F1R103A
F1R103B
F1R103C
ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                F8=PGDN
  
```

**STEP 2: RESULT**

This page of requests is approved and posted.

```

SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030BO          INDIVIDUAL PAYMENT REQUEST MASTER ENTRY             HH:MM:SS
08/02/2000 T

                                PAGE      1 OF      5

REQUESTOR ID: 0101234          REQUEST(S) POSTED
SETTLEMENT DATE: 08/03/2000          TYPE OF PAYMENT: I
AGENCY LOCATION CODE/REGION: 11000001/  SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
REQUESTOR REFERENCE NUM: MI2          CASH ON HAND:
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V REST OF SEQNUM DISPLAYED BELOW

  ACCOUNT ID      REQ REF NUM      AMOUNT REQUESTED      AVAILABLE BALANCE      ITM #
F1R10001          MI2-1          $1,000.00          $399,000.00          SEQNUM: 000005 01
F1R10002          MI2-2          $1,000.00          $399,000.00          SEQNUM: 000006 01
F1R10003          MI2          $495,000.00
F1R103A
F1R103B
F1R103C
ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
          F3=PRMT F4=MENU F5=MAIN          F8=PGDN F9=ALC F10=RO
I0083 NEXT DAY PAYMENT REQUESTS APPROVED.
  
```



**STEP 3: ACTION**

Press the F9=ALC function key to specify the next Federal Agency.

```

SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030BO          INDIVIDUAL PAYMENT REQUEST MASTER ENTRY             HH:MM:SS
08/02/2000 T

                                PAGE      1 OF      5

REQUESTOR ID: 0101234          REQUEST(S) POSTED
SETTLEMENT DATE: 08/03/2000          TYPE OF PAYMENT: I
AGENCY LOCATION CODE/REGION: 11000001/  SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
REQUESTOR REFERENCE NUM: MI2          CASH ON HAND:
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V REST OF SEQNUM DISPLAYED BELOW
    ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE
    REQ REF NUM
F1R10001          $1,000.00          $399,000.00
    MI2-1          SEQNUM: 000005 01
F1R10002          $1,000.00          $399,000.00
    MI2-2          SEQNUM: 000006 01
F1R10003          $495,000.00
    F1R103A
    F1R103B
    F1R103C
    MI2
ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
    F3=PRMT F4=MENU F5=MAIN          F8=PGDN F9=ALC F10=RO
I0083 NEXT DAY PAYMENT REQUESTS APPROVED.

```

**STEP 3: RESULT**

The prompt appears with the Agency Location Code/Region field blank.

```

SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025CO          MASTER PAYMENT REQUEST PROMPT                      HH:MM:SS
08/02/2000 T

REQUESTOR ID: 0101234          SHORT NAME: GRAY U          BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: I (I=INDIVIDUAL OR S=SUMMARY)          2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A (A=ACH OR F=FEDWIRE)          4=4TH, OR
SETTLEMENT DATE: 08/03/2000 (MM/DD/CCYY)          BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: MI2_____

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID: 0101111          SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: _____/___ OR TYPE <S> TO SELECT FROM LIST

SEL   ALC/REGION          SHORT NAME          SEL   ALC/REGION          SHORT NAME
_     11000001/          US MONEY1          _     22000000/02          US MONEY2

                                F4=MENU F5=MAIN

```

**STEP 4: ACTION**

Type in the Agency Location Code/Region of the next Federal Agency from which you wish to draw funds for this Recipient Organization. Press Enter.

```

SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025CO          MASTER PAYMENT REQUEST PROMPT                      HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234      SHORT NAME: GRAY U      BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: I  (I=INDIVIDUAL OR S=SUMMARY)      2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A  (A=ACH OR F=FEDWIRE)      4=4TH, OR
SETTLEMENT DATE: 08/03/2000  (MM/DD/CCYY)          BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: MI2_____

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID: 0101111      SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 22000002/02 OR TYPE <S> TO SELECT FROM LIST

SEL  ALC/REGION      SHORT NAME      SEL  ALC/REGION      SHORT NAME
_   11000001/        US MONEY1      _   22000000/02      US MONEY2

F4=MENU F5=MAIN

```

**STEP 4: RESULT**

The request entry screen re-appears with the accounts for the new Federal Agency - Recipient Organization combination just specified. **NOTE** that you are on Page 1 of 1. The screen with the first Federal Agency - Recipient Organization combination was posted in Step 2 and is no longer displayed.

```

SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030BO          INDIVIDUAL PAYMENT REQUEST MASTER ENTRY          HH:MM:SS
08/02/2000 T
                                           PAGE      1 OF      1

REQUESTOR ID: 0101234      SHORT NAME: GRAY U
SETTLEMENT DATE: 08/03/2000      TYPE OF PAYMENT: I
AGENCY LOCATION CODE/REGION: 22000000/02      SHORT NAME: US MONEY2
RECIPIENT ID: 0101111      SHORT NAME: GRAY U
REQUESTOR REFERENCE NUM: MI2      CASH ON HAND: _____
ASAP SEQUENCE NUMBER:

ACCOUNT ID      REQ REF NUM      AMOUNT REQUESTED      AVAILABLE BALANCE      ITM #
F2R10001      MI2_____      _____      $200,000.00
F2R10002      MI2_____      _____      $200,000.00
F2R10003      MI2_____      _____      $200,000.00
F2R10004      MI2_____      _____      $200,000.00
ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

```

**STEP 5: ACTION**

Request funds from the desired accounts, remembering to assign a different reference number to each request. Type P in the ACTION field and press Enter to Post.

SP030B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030BO	INDIVIDUAL PAYMENT REQUEST MASTER ENTRY	HH:MM:SS
08/02/2000 T		
	PAGE	1 OF 1
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
SETTLEMENT DATE: 08/03/2000	TYPE OF PAYMENT: I	
AGENCY LOCATION CODE/REGION: 22000000/02	SHORT NAME: US MONEY2	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	
REQUESTOR REFERENCE NUM: MI2	CASH ON HAND: _____	
ASAP SEQUENCE NUMBER:		
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE
REQ REF NUM		ITM#
F2R10001	10000	\$200,000.00
MI2-3		
F2R10002		\$200,000.00
MI2		
F2R10003	5000	\$200,000.00
MI2-4		
F2R10004		\$200,000.00
MI2		
ACTION: P	(P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)	

**STEP 5: RESULT**

This page of requests is approved and posted.

SP030B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030BO	INDIVIDUAL PAYMENT REQUEST MASTER ENTRY	HH:MM:SS
08/02/2000 T		
	PAGE	1 OF 1
REQUESTOR ID: 0101234	<b>REQUEST(S) POSTED</b>	
SETTLEMENT DATE: 08/03/2000	TYPE OF PAYMENT: I	
AGENCY LOCATION CODE/REGION: 22000000/02	SHORT NAME: US MONEY2	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	
REQUESTOR REFERENCE NUM: MI2	CASH ON HAND:	
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V	<b>REST OF SEQNUM DISPLAYED BELOW</b>	
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE
REQ REF NUM		ITM #
F2R10001	\$10,000.00	\$190,000.00
MI2-3		<b>SEQNUM: 000007 01</b>
F2R10002		\$200,000.00
MI2		
F2R10003	\$5,000.00	\$195,000.00
MI2-4		<b>SEQNUM: 000008 01</b>
F2R10004		
MI2		
ACTION: _	(P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)	
F3=PRMT F4=MENU F5=MAIN	F9=ALC F10=RO	
<b>I0083 NEXT DAY PAYMENT REQUESTS APPROVED.</b>		

**STEP 6: ACTION**

Press F4=MENU to return to the Payment Request Processing menu.

SP030B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030BO	INDIVIDUAL PAYMENT REQUEST MASTER ENTRY	HH:MM:SS
08/02/2000 T		
		PAGE 1 OF 1
REQUESTOR ID: 0101234	REQUEST(S) POSTED	
SETTLEMENT DATE: 08/03/2000	TYPE OF PAYMENT: I	
AGENCY LOCATION CODE/REGION: 22000000/02	SHORT NAME: US MONEY2	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	
REQUESTOR REFERENCE NUM: MI2	CASH ON HAND:	
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V REST OF SEQNUM DISPLAYED BELOW		
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE
REQ REF NUM		ITM #
F2R10001	\$10,000.00	\$190,000.00
MI2-3		SEQNUM: 000007 01
F2R10002		\$200,000.00
MI2		
F2R10003	\$5,000.00	\$195,000.00
MI2-4		SEQNUM: 000008 01
F2R10004		
MI2		
ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)		
F3=PRMT F4=MENU F5=MAIN		F9=ALC F10=RO
I0083 NEXT DAY PAYMENT REQUESTS APPROVED.		

**STEP 6: RESULT**

The Payment Request Processing menu appears.

SP020A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP020AO	PAYMENT REQUEST PROCESSING	HH:MM:SS
08/02/2000 T		
<1>	TEMPLATE PAYMENT REQUEST PROMPT	
<2>	MASTER PAYMENT REQUEST PROMPT	
<3>	CREATE PAYMENT REQUESTOR TEMPLATE PROMPT	
<4>	BOOK ENTRY ADJUSTMENT PROMPT	
<5>	PAYMENT CANCELLATION PROMPT	
<6>	INTERSTATE AUTHORIZATION TRANSFER PROMPT	
ENTER SELECTION NUMBER: _		
PRESS ENTER		
F2=EXIT	F5=MAIN	

## SECTION 3.2

### TEMPLATE PAYMENT REQUESTS

#### PURPOSE

In this section you will learn how to:

- < Create a custom-built list of ASAP Accounts (or Template) for your own use; and
- < Use the Template Payment Request feature to create summary and individual payments.

#### CREATING AND USING TEMPLATES

In the previous section, you learned about the Master List of ASAP Accounts for your organization in the ASAP system and how to use it to draw funds.

You may find that there are certain ASAP Accounts from which you regularly draw funds. Instead of pulling up the entire Master List of accounts and selecting the same accounts over and over each time you wish to draw from them, you can perform the selection process once, store the recurring group of accounts on a **template**, and then use the template to request funds. In this way, creating and using a template is a shortcut, saving you time and keystrokes in the payment request process.

Using a template to request funds is similar to using the Master Payment Request process. You will be able to request both summary payments (draws from multiple accounts resulting in one payment) and individual payments (one account, one payment). Both individual and summary payments can be made via ACH or FEDWIRE.

#### NOTE:

- < A list of the templates that you have created is stored by the system and will be presented to you on the Template Payment Request Prompt Screen.
- < If a Federal Agency adds more ASAP Accounts for you to request against, and you want any or all of those accounts to appear on any of your templates, you must **add those accounts to your template(s)**. New accounts, or any accounts for that matter, do not “appear” on any template without you adding them.

The Examples in this section will illustrate how to create and modify a template, and how to draw funds using the Template Payment Request feature.

**SECTION 3.2.1****CREATE PAYMENT REQUESTOR TEMPLATE****GUIDE TO EXAMPLES**

The following pages contain examples of how to create and modify Payment Requestor Templates.

In **Example 1**, you will see how to create a simple template containing ASAP Accounts for a single Federal Agency-Recipient Organization combination.

In **Example 2**, you will see how to modify a previously created template.

**TO BEGIN CREATING OR MODIFYING A TEMPLATE****ACTION:**

On the Payment Request Processing Menu, type 3 for the Create Payment Requestor Template Prompt and press Enter.

SP020A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP020AO	PAYMENT REQUEST PROCESSING	HH:MM:SS
08/02/2000 T		
 <1> TEMPLATE PAYMENT REQUEST PROMPT		
<2> MASTER PAYMENT REQUEST PROMPT		
<3> CREATE PAYMENT REQUESTOR TEMPLATE PROMPT		
<4> BOOK ENTRY ADJUSTMENT PROMPT		
<5> PAYMENT CANCELLATION PROMPT		
<6> INTERSTATE AUTHORIZATION TRANSFER PROMPT		
ENTER SELECTION NUMBER: 3		
PRESS ENTER		
F2=EXIT	F5=MAIN	

**RESULT:**

The Create Payment Requestor Template Prompt appears.

SP320A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP320AO	CREATE PAYMENT REQUESTOR TEMPLATE PROMPT	HH:MM:SS
08/02/2000 T		
ACTION: ____		
<A> ADD TEMPLATE		
<C> CHANGE TEMPLATE		
<D> DELETE TEMPLATE		
<B> BUILD REMITTANCE DATA		
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
TEMPLATE NAME: _____		
AGENCY LOCATION CODE/REGION: _____/____	SHORT NAME:	
RECIPIENT ID: _____	SHORT NAME:	
F4=MENU F5=MAIN		

**EXAMPLE ONE**

Using the Create Payment Template feature, you will create and store a template.

- < One Federal Agency
- < One Recipient Organization
- 4 < Multiple pages of accounts



**STEP 1: ACTION**

Fill in the prompt screen as shown below and press Enter. You select the template name - it may be up to 10 characters in length, and may contain letters, numbers or both. **NOTE:** Use your own template name for this example.

```

SP320A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP320AO         CREATE PAYMENT REQUESTOR TEMPLATE PROMPT             HH:MM:SS
08/02/2000 T

ACTION: A
      <A> ADD TEMPLATE
      <C> CHANGE TEMPLATE
      <D> DELETE TEMPLATE
      <B> BUILD REMITTANCE DATA

REQUESTOR ID: 0101234          SHORT NAME: GRAY U

TEMPLATE NAME: FEDDRAW_____

AGENCY LOCATION CODE/REGION: 11000001/___ SHORT NAME:

RECIPIENT ID: 0101111          SHORT NAME:

F4=MENU F5=MAIN

```

**STEP 1: RESULT**

The following screen appears with Account IDs for the Federal Agency - Recipient Organization combination specified on the prompt. The F8=PGDN function key displayed at the bottom of the screen indicates that there are additional accounts displayed for this Federal Agency-Recipient Organization combination.

```

SP325A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP325AO         CREATE PAYMENT REQUESTOR TEMPLATE DETAIL             HH:MM:SS
08/02/2000 T

                                PAGE 1 OF 3
TEMPLATE NAME: FEDDRAW          REQUESTOR ID: 0101234          SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U

SELECT <A>  ADD ACCOUNTS          <D> DELETE ACCOUNTS
              SELECT              ACCOUNT ID
              -                   F1R10001
              -                   F1R10002
              -                   F1R10003
              -                   F1R103A
              -                   F1R103B
              -                   F1R103C
              -                   F1R10004
              -                   F1R104D
              -                   F1R104E
              -                   F1R104F
              <X>=ACCOUNT ON TEMPLATE  <R>=REMITTANCE DATA ON ACCOUNT
ACTION: _  (P=POST, R=REFRESH, E=ESCAPE)

                                F8=PGDN F9=ALC F10=RO

```

**STEP 2: ACTION**

Enter the letter A in the select field to add each desired Account ID to the Template. Enter the letter P in the action field and press Enter.

```

SP325A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP325AO          CREATE PAYMENT REQUESTOR TEMPLATE DETAIL            HH:MM:SS
08/02/2000 T

                                PAGE    1 OF    3

TEMPLATE NAME: FEDDRAW          REQUESTOR ID: 0101234          SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U

SELECT <A> ADD ACCOUNTS      <D> DELETE ACCOUNTS

                SELECT                ACCOUNT ID
                A                     F1R10001
                A                     F1R10002
                                F1R10003
                                F1R103A
                A                     F1R103B
                -                     F1R103C
                                F1R10004
                A                     F1R104D
                -                     F1R104E
                -                     F1R104F

                <X>=ACCOUNT ON TEMPLATE  <R>=REMITTANCE DATA ON ACCOUNT
ACTION: P      (P=POST, R=REFRESH, E=ESCAPE)

                                F8=PGDN F9=ALC F10=RO

```

**STEP 2: RESULT**

The system posts the template.

```

SP325A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP325AO          CREATE PAYMENT REQUESTOR TEMPLATE DETAIL            HH:MM:SS
08/02/2000 T

                                PAGE    1 OF    3

TEMPLATE NAME: FEDDRAW          REQUESTOR ID: 0101234          SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U

SELECT <A> ADD ACCOUNTS      <D> DELETE ACCOUNTS

                SELECT                ACCOUNT ID
                A                     F1R10001
                A                     F1R10002
                                F1R10003
                                F1R103A
                A                     F1R103B
                -                     F1R103C
                                F1R10004
                A                     F1R104D
                -                     F1R104E
                -                     F1R104F

                <X>=ACCOUNT ON TEMPLATE  <R>=REMITTANCE DATA ON ACCOUNT
ACTION: _      (P=POST, R=REFRESH, E=ESCAPE)

                F3=PRMT F4=MENU F5=MAIN          F8=PGDN          F11=NWTP
I0045 PAYMENT REQUESTOR TEMPLATE POSTED SUCCESSFULLY.

```

**STEP 3: ACTION**

Press F3=PRMT to return to the Create Payment Requestor Template Prompt screen.

```

SP325A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP325AO         CREATE PAYMENT REQUESTOR TEMPLATE DETAIL             HH:MM:SS
08/02/2000 T

                                PAGE 1 OF 3
    TEMPLATE NAME: FEDDRAW      REQUESTOR ID: 0101234      SHORT NAME: GRAY U
    AGENCY LOCATION CODE/REGION: 11000001/                SHORT NAME: US MONEY1
    RECIPIENT ID: 0101111                                SHORT NAME: GRAY U

SELECT <A> ADD ACCOUNTS      <D> DELETE ACCOUNTS
      SELECT                  ACCOUNT ID
      A                      F1R10001
      A                      F1R10002
                        F1R10003
      -                      F1R103A
      A                      F1R103B
      -                      F1R103C
                        F1R10004
      A                      F1R104D
      -                      F1R104E
      -                      F1R104F
      <X>=ACCOUNT ON TEMPLATE  <R>=REMITTANCE DATA ON ACCOUNT

ACTION: _ (P=POST, R=REFRESH, E=ESCAPE)
      F3=PRMT F4=MENU F5=MAIN          F8=PGDN          F11=NWTP
I0045 PAYMENT REQUESTOR TEMPLATE POSTED SUCCESSFULLY.

```

**STEP 3: RESULT**

The Create Payment Requestor Template Prompt Screen appears.

```

SP320A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP320AO         CREATE PAYMENT REQUESTOR TEMPLATE PROMPT             HH:MM:SS
08/02/2000 T

ACTION: _
      <A> ADD TEMPLATE
      <C> CHANGE TEMPLATE
      <D> DELETE TEMPLATE
      <B> BUILD REMITTANCE DATA

REQUESTOR ID: 0101234                                SHORT NAME: GRAY U

TEMPLATE NAME: FEDDRAW

AGENCY LOCATION CODE/REGION: 11000001/01              SHORT NAME: US MONEY1

RECIPIENT ID: 0101111                                SHORT NAME: GRAY U

                                F4=MENU F5=MAIN

```

**EXAMPLE TWO**

Use the Create Payment Template feature to make changes to a previously created template.

- < One Federal Agency
- < One Recipient Organization
- < Multiple screens of accounts

**STEP 1: ACTION**

Fill in the prompt screen as shown below and press Enter. You will use action C to Change, and you will enter the template name of the template that you created in Example 1.

```

SP320A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP320AO         CREATE PAYMENT REQUESTOR TEMPLATE PROMPT            HH:MM:SS
08/02/2000 T

ACTION: C
      <A> ADD TEMPLATE
      <C> CHANGE TEMPLATE
      <D> DELETE TEMPLATE
      <B> BUILD REMITTANCE DATA

REQUESTOR ID:   0101234                      SHORT NAME: GRAY U

TEMPLATE NAME:  FEDDRAW

AGENCY LOCATION CODE/REGION: 11000001/___  SHORT NAME:

RECIPIENT ID:   0101111                      SHORT NAME:

F4=MENU F5=MAIN

```

**STEP 1: RESULT**

The following screen appears with Account IDs for the Federal Agency - Recipient Organization combination specified on the prompt. The accounts that are already on this template are indicated with an X before the Account ID. The F8=PGDN function key indicates that there are additional pages of account IDs for this Federal Agency-Recipient Organization combination.

```

SP325A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP325AO         CREATE PAYMENT REQUESTOR TEMPLATE DETAIL            HH:MM:SS
08/02/2000 T

                                PAGE      1 OF   3

TEMPLATE NAME: FEDDRAW      REQUESTOR ID: 0101234      SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/                SHORT NAME: US MONEY1
RECIPIENT ID: 0101111      SHORT NAME: GRAY U

SELECT <A> ADD ACCOUNTS      <D> DELETE ACCOUNTS

      SELECT                      ACCOUNT ID
      ---
      X      F1R10001
      X      F1R10002
      F1R10003
      ---
      F1R103A
      ---
      X      F1R103B
      F1R103C
      ---
      F1R10004
      ---
      X      F1R104D
      F1R104E
      F1R104F
      ---

<X>=ACCOUNT ON TEMPLATE  <R>=REMITTANCE DATA ON ACCOUNT
ACTION: _ (P=POST, R=REFRESH, E=ESCAPE)

                                F8=PGDN F9=ALC F10=RO

```

**STEP 2: ACTION**

Enter the letter A in the select field for each desired Account ID to be added to the Template. Enter the letter D in the select field for each desired Account ID to be deleted from the Template. Press function key F8=PGDN to navigate to the second page of accounts.

```

SP325A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP325AO          CREATE PAYMENT REQUESTOR TEMPLATE DETAIL            HH:MM:SS
08/02/2000 T

                                PAGE      1  OF      3

  TEMPLATE NAME: FEDDRAW          REQUESTOR ID: 0101234  SHORT NAME: GRAY U
  AGENCY LOCATION CODE/REGION: 11000001/                SHORT NAME: US MONEY1
  RECIPIENT ID: 0101111                            SHORT NAME: GRAY U

SELECT <A> ADD ACCOUNTS      <D> DELETE ACCOUNTS

      SELECT                                ACCOUNT ID
      D                                X      F1R10001
      -                                X      F1R10002
                                           F1R10003
      -                                F1R103A
      D                                X      F1R103B
      -                                F1R103C
                                           F1R10004
      -                                X      F1R104D
      A                                F1R104E
      -                                F1R104F

  <X>=ACCOUNT ON TEMPLATE  <R>=REMITTANCE DATA ON ACCOUNT
ACTION:      (P=POST, R=REFRESH, E=ESCAPE)

                                F8=PGDN F9=ALC F10=RO

```

**STEP 2: RESULT**

The second page of accounts is displayed.

```

SP325A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP325AO          CREATE PAYMENT REQUESTOR TEMPLATE DETAIL            HH:MM:SS
08/02/2000 T

                                PAGE      2  OF      3

  TEMPLATE NAME: FEDDRAW          REQUESTOR ID: 0101234  SHORT NAME: GRAY U
  AGENCY LOCATION CODE/REGION: 11000001/                SHORT NAME: US MONEY1
  RECIPIENT ID: 0101111                            SHORT NAME: GRAY U

SELECT <A> ADD ACCOUNTS      <D> DELETE ACCOUNTS

      SELECT                                ACCOUNT ID
                                           F1R10005
      -                                F1R105G
      -                                F1R105H
      -                                F1R105I
      -                                F1R10006
      -                                F1R10007
      -                                F1R10008
      -                                F1R10009
      -                                F1R10010
      -                                F1R10011

  <X>=ACCOUNT ON TEMPLATE  <R>=REMITTANCE DATA ON ACCOUNT
ACTION:      (P=POST, R=REFRESH, E=ESCAPE)

                                F8=PGDN F9=ALC F10=RO

```

**STEP 3: ACTION**

Select accounts from this page to add to the template and enter Action P to Post.

```

SP325A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP325AO          CREATE PAYMENT REQUESTOR TEMPLATE DETAIL             HH:MM:SS
08/02/2000 T

                                PAGE      2  OF      3

  TEMPLATE NAME: FEDDRAW          REQUESTOR ID: 0101234  SHORT NAME: GRAY U
  AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
  RECIPIENT ID: 0101111          SHORT NAME: GRAY U

SELECT <A> ADD ACCOUNTS      <D> DELETE ACCOUNTS

      SELECT                  ACCOUNT ID
                                F1R10005
                                F1R105G
                                F1R105H
                                F1R105I
                                F1R10006
                                F1R10007
                                F1R10008
                                F1R10009
                                F1R10010
                                F1R10011
                                F1R10011

      <X>=ACCOUNT ON TEMPLATE  <R>=REMITTANCE DATA ON ACCOUNT
ACTION: P      (P=POST, R=REFRESH, E=ESCAPE)

                                F7=PGUP F8=PGDN F9=ALC F10=RO

```

**STEP 3: RESULT**

The template is posted.

```

SP325A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP325AO          CREATE PAYMENT REQUESTOR TEMPLATE DETAIL             HH:MM:SS
08/02/2000 T

                                PAGE      2  OF      3

  TEMPLATE NAME: FEDDRAW          REQUESTOR ID: 0101234  SHORT NAME: GRAY U
  AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
  RECIPIENT ID: 0101111          SHORT NAME: GRAY U

SELECT <A> ADD ACCOUNTS      <D> DELETE ACCOUNTS

      SELECT                  ACCOUNT ID
                                F1R10005
                                F1R105G
                                F1R105H
                                F1R105I
                                F1R10006
                                F1R10007
                                F1R10008
                                F1R10009
                                F1R10010
                                F1R10011
                                F1R10011

      <X>=ACCOUNT ON TEMPLATE  <R>=REMITTANCE DATA ON ACCOUNT
ACTION:          (P=POST, R=REFRESH, E=ESCAPE)

      F3=PRMT F4=MENU F5=MAIN          F7=PGUP F8=PGDN          F11=NWTP
I0045 PAYMENT REQUESTOR TEMPLATE POSTED SUCCESSFULLY.

```

**STEP 4: ACTION**

Press F4=MENU to return to the Payment Request Processing screen.

SP325A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP325AO	CREATE PAYMENT REQUESTOR TEMPLATE DETAIL	HH:MM:SS
08/02/2000 T		
		PAGE 2 OF 3
TEMPLATE NAME: FEDDRAW	REQUESTOR ID: 0101234	SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/		SHORT NAME: US MONEY1
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
SELECT <A> ADD ACCOUNTS <D> DELETE ACCOUNTS		
SELECT	ACCOUNT ID	
	F1R10005	
—	F1R105G	
—	F1R105H	
—	F1R105I	
—	F1R10006	
—	F1R10007	
A	F1R10008	
A	F1R10009	
—	F1R10010	
—	F1R10011	
<X>=ACCOUNT ON TEMPLATE <R>=REMITTANCE DATA ON ACCOUNT		
ACTION: (P=POST, R=REFRESH, E=ESCAPE)		
F3=PRMT	F4=MENU F5=MAIN	F7=PGUP F8=PGDN F11=NWTP
I0045 PAYMENT REQUESTOR TEMPLATE POSTED SUCCESSFULLY.		

**STEP 4: RESULT**

The Payment Request Processing menu appears.

SP020A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP020AO	PAYMENT REQUEST PROCESSING	HH:MM:SS
08/02/2000 T		
<1> TEMPLATE PAYMENT REQUEST PROMPT		
<2> MASTER PAYMENT REQUEST PROMPT		
<3> CREATE PAYMENT REQUESTOR TEMPLATE PROMPT		
<4> BOOK ENTRY ADJUSTMENT PROMPT		
<5> PAYMENT CANCELLATION PROMPT		
<6> INTERSTATE AUTHORIZATION TRANSFER PROMPT		
ENTER SELECTION NUMBER: _		
PRESS ENTER		
F2=EXIT	F5=MAIN	



**SECTION 3.2.2****TEMPLATE SUMMARY PAYMENT REQUEST****GUIDE TO EXAMPLES**

The following pages contain an example of how to use the template you created in the previous section to make payment requests.

The **Examples** show you how to use a template to make payment requests against accounts associated with a single Federal Agency - Recipient Organization combination.

## TO BEGIN MAKING A TEMPLATE PAYMENT REQUEST

### ACTION:

On the Payment Request Processing Menu, type 1 for the Template Payment Request Prompt and press Enter.

SP020A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP020AO	PAYMENT REQUEST PROCESSING	HH:MM:SS
08/02/2000 T		

  

<1>	TEMPLATE PAYMENT REQUEST PROMPT
<2>	MASTER PAYMENT REQUEST PROMPT
<3>	CREATE PAYMENT REQUESTOR TEMPLATE PROMPT
<4>	BOOK ENTRY ADJUSTMENT PROMPT
<5>	PAYMENT CANCELLATION PROMPT
<6>	INTERSTATE AUTHORIZATION TRANSFER PROMPT

  

	ENTER SELECTION NUMBER: 1
	PRESS ENTER

  

F2=EXIT	F5=MAIN
---------	---------

### RESULT:

The Template Payment Request Prompt appears.

SP025B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP025BO	TEMPLATE PAYMENT REQUEST PROMPT	HH:MM:SS
08/02/2000 T		

  

REQUESTOR ID: 0101234	SHORT NAME: GRAY U	BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: _ (I=INDIVIDUAL OR S=SUMMARY)		2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: _ (A=ACH OR F=FEDWIRE)		4=4TH, OR
SETTLEMENT DATE: __/__/____ (MM/DD/CCYY)		BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: _____		
TEMPLATE NAME: _____	TYPE A TEMPLATE NAME OR TYPE <S> NEXT	
	TO A TEMPLATE NAME BELOW	

  

TEMPLATE	TEMPLATE	TEMPLATE
SEL NAME	SEL NAME	SEL NAME
_ FEDDRAW		

  

F4=MENU F5=MAIN
-----------------

**EXAMPLE ONE**

Using the Template Summary Request feature, we will draw funds from one Federal Agency on behalf of one Recipient Organization, using a previously created template. We are requesting an ACH payment.

- < One Federal Agency
- < One Recipient Organization
- < Single page of accounts
- < ACH payment

**STEP 1: ACTION**

Fill in the prompt screen as shown below and press Enter. Use the template you created in the previous section.

```

SP025B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025BO          TEMPLATE PAYMENT REQUEST PROMPT                      HH:MM:SS
08/02/2000 T
REQUESTOR ID:   0101234          SHORT NAME: GRAY U          BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S (I=INDIVIDUAL OR S=SUMMARY)                2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A (A=ACH OR F=FEDWIRE)                4=4TH, OR
SETTLEMENT DATE: 08/03/2000 (MM/DD/CCYY)                      BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: _____
TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                           TO A TEMPLATE NAME BELOW

      TEMPLATE          TEMPLATE          TEMPLATE
SEL   NAME             SEL   NAME             SEL   NAME
S     FEDDRAW

F4=MENU F5=MAIN

```

**STEP 1: RESULT**

The following screen appears for the template specified on the prompt.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030FO          SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SHORT NAME: GRAY U          PAGE      1 OF      1
TEMPLATE NAME: FEDDRAW          REQ REF NUM:                TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT AMT REQ: _____
CASH ON HAND: _____          TOT AMT ENT: _____
ASAP SEQUENCE NUMBER:

      ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM
F1R10002          _____          $399,000.00
F1R10004          _____          $495,000.00
      F1R104D          _____
      F1R104E          _____
F1R10008          _____          $500,000.00
F1R10009          _____          $500,000.00

ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

```

**STEP 2: ACTION**

Enter the TOTAL AMOUNT REQUESTED, which will be the amount of the summary payment, then enter the AMOUNT REQUESTED from each desired Account ID. Enter the letter P in the Action field and press Enter.

SP030F	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP030FO	SUMMARY PAYMENT REQUEST TEMPLATE ENTRY		HH:MM:SS
08/02/2000 T			
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	PAGE 1 OF 1	
TEMPLATE NAME: FEDDRAW	REQ REF NUM:	TYPE OF PAYMENT: S	
SETTLEMENT DATE: 08/03/2000			
AGENCY LOCATION CODE/REGION: 11000001/		SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: 3000	
CASH ON HAND:		TOT AMT ENT:	
ASAP SEQUENCE NUMBER:			
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE	ITM
F1R10002	1000	\$399,000.00	
F1R10004		\$495,000.00	
F1R104D			
F1R104E			
F1R10008	1000	\$500,000.00	
F1R10009	1000	\$500,000.00	
ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)			

**STEP 2: RESULT**

The system posts your entries. The screen displays the updated available balances which reflect your summary payment request. The system also assigns an ASAP Sequence Number to the summary payment and Item Numbers to each component request.

SP030F	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP030FO	SUMMARY PAYMENT REQUEST TEMPLATE ENTRY		HH:MM:SS
08/02/2000 T			
REQUESTOR ID: 0101234	<b>SUMMARY POSTED</b>	PAGE 1 OF 1	
TEMPLATE NAME: FEDDRAW	REQ REF NUM:	TYPE OF PAYMENT: S	
SETTLEMENT DATE: 08/03/2000			
AGENCY LOCATION CODE/REGION: 11000001/		SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ:	<b>\$3,000.00</b>
CASH ON HAND:		TOT AMT ENT:	<b>\$3,000.00</b>
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM2E7V 000001 1100535			
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE	ITM
F1R10002	\$1,000.00	\$398,000.00	01
F1R10004		\$495,000.00	
F1R104D			
F1R104E			
F1R10008	\$1,000.00	\$499,000.00	02
F1R10009	\$1,000.00	\$499,000.00	03
ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)			
F3=PRMT F4=MENU F5=MAIN			
<b>I0043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.</b>			

**STEP 3: ACTION**

Press F3=PRMT to return the Template Payment Request Prompt.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030FO          SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SUMMARY POSTED                      PAGE    1 OF    1
TEMPLATE NAME: FEDDRAW          REQ REF NUM:                      TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT AMT REQ:    $3,000.00
CASH ON HAND:                      TOT AMT ENT:    $3,000.00
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM2E7V 000001 1100535

      ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM
F1R10002                      $1,000.00          $398,000.00          01
F1R10004                      $1,000.00          $495,000.00
      F1R104D
      F1R104E
F1R10008                      $1,000.00          $499,000.00          02
F1R10009                      $1,000.00          $499,000.00          03

ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
          F3=PRMT F4=MENU F5=MAIN
I0043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.

```

**STEP 3: RESULT**

The prompt screen appears.

```

SP025B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025BO          TEMPLATE PAYMENT REQUEST PROMPT                    HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SHORT NAME: GRAY U          BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S (I=INDIVIDUAL OR S=SUMMARY)                2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A (A=ACH OR F=FEDWIRE)                4=4TH, OR
SETTLEMENT DATE: 08/03/2000 (MM/DD/CCYY)                      BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: _____
TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                           TO A TEMPLATE NAME BELOW

      TEMPLATE          TEMPLATE          TEMPLATE
SEL    NAME          SEL    NAME          SEL    NAME
_      FEDDRAW

F4=MENU F5=MAIN

```

**EXAMPLE TWO**

Using the Template Summary Request feature, we will draw funds from one Federal Agency on behalf of one Recipient Organization, using a previously created template. We are requesting an Fedwire payment.

- < One Federal Agency
- < One Recipient Organization
- < Single page of accounts
- < Fedwire payment

**STEP 1: ACTION**

Fill in the prompt screen as shown below and press Enter.

SP025B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00																		
SP025BO	TEMPLATE PAYMENT REQUEST PROMPT	HH:MM:SS																		
08/02/2000 T																				
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	BANK ACCT: 1 (1ST, OR ENTER																		
TYPE OF PAYMENT: S (I=INDIVIDUAL OR S=SUMMARY)		2=2ND, 3=3RD																		
PAYMENT DELIVERY METHOD: F (A=ACH OR F=FEDWIRE)		4=4TH, OR																		
SETTLEMENT DATE: 08/02/2000 (MM/DD/CCYY)		BLANK FOR LIST)																		
REQUESTOR REFERENCE NUMBER: _____																				
TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT TO A TEMPLATE NAME BELOW																				
<table border="0"> <tr> <td></td> <td>TEMPLATE</td> <td></td> <td>TEMPLATE</td> <td></td> <td>TEMPLATE</td> </tr> <tr> <td>SEL</td> <td>NAME</td> <td>SEL</td> <td>NAME</td> <td>SEL</td> <td>NAME</td> </tr> <tr> <td>S</td> <td>FEDDRAW</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>				TEMPLATE		TEMPLATE		TEMPLATE	SEL	NAME	SEL	NAME	SEL	NAME	S	FEDDRAW				
	TEMPLATE		TEMPLATE		TEMPLATE															
SEL	NAME	SEL	NAME	SEL	NAME															
S	FEDDRAW																			
F4=MENU F5=MAIN																				

**STEP 1: RESULT**

A message in the center of the screens asks you to confirm that you want a FEDWIRE payment.

SP025B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00																		
SP025BO	TEMPLATE PAYMENT REQUEST PROMPT	HH:MM:SS																		
08/02/2000 T																				
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	BANK ACCT: 1 (1ST, OR ENTER																		
TYPE OF PAYMENT: S (I=INDIVIDUAL OR S=SUMMARY)		2=2ND, 3=3RD																		
PAYMENT DELIVERY METHOD: F (A=ACH OR F=FEDWIRE)		4=4TH, OR																		
SETTLEMENT DATE: 08/02/2000 (MM/DD/CCYY)		BLANK FOR LIST)																		
REQUESTOR REFERENCE NUMBER: _____																				
TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT TO A TEMPLATE NAME BELOW																				
<b>FEDWIRE PAYMENT SETTLES TODAY, CONTINUE (Y/N) _</b>																				
<table border="0"> <tr> <td></td> <td>TEMPLATE</td> <td></td> <td>TEMPLATE</td> <td></td> <td>TEMPLATE</td> </tr> <tr> <td>SEL</td> <td>NAME</td> <td>SEL</td> <td>NAME</td> <td>SEL</td> <td>NAME</td> </tr> <tr> <td>S</td> <td>FEDDRAW</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>				TEMPLATE		TEMPLATE		TEMPLATE	SEL	NAME	SEL	NAME	SEL	NAME	S	FEDDRAW				
	TEMPLATE		TEMPLATE		TEMPLATE															
SEL	NAME	SEL	NAME	SEL	NAME															
S	FEDDRAW																			
F4=MENU F5=MAIN																				
<b>I0089 TYPE &lt;Y&gt; TO CONTINUE OR &lt;N&gt; TO CHANGE PAYMENT TYPE.</b>																				



**STEP 2: ACTION**

Type Y to confirm and press Enter.

```

SP025B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025BO          TEMPLATE PAYMENT REQUEST PROMPT                      HH:MM:SS
08/02/2000 T
REQUESTOR ID:    0101234          SHORT NAME: GRAY U          BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S  (I=INDIVIDUAL OR S=SUMMARY)                2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: F  (A=ACH OR F=FEDWIRE)                4=4TH, OR
SETTLEMENT DATE: 08/02/2000 (MM/DD/CCYY)                      BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: _____
TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                        TO A TEMPLATE NAME BELOW
                        FEDWIRE PAYMENT SETTLES TODAY, CONTINUE (Y/N) Y
    TEMPLATE          TEMPLATE          TEMPLATE
SEL    NAME          SEL    NAME          SEL    NAME
S      FEDDRAW

```

F4=MENU F5=MAIN  
I0089 TYPE <Y> TO CONTINUE OR <N> TO CHANGE PAYMENT TYPE.

**STEP 2: RESULT**

The following screen appears for the template specified on the prompt.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030FO          SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SHORT NAME: GRAY U          PAGE      1 OF      1
TEMPLATE NAME: FEDDRAW          REQ REF NUM:                TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/02/2000
AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT AMT REQ: _____
CASH ON HAND: _____          TOT AMT ENT: _____
ASAP SEQUENCE NUMBER:
    ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM
F1R10002          _____          $398,000.00
F1R10004          _____          $495,000.00
    F1R104D          _____
    F1R104E          _____
F1R10008          _____          $499,000.00
F1R10009          _____          $499,000.00

```

ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

**STEP 3: ACTION**

Enter the TOTAL AMOUNT REQUESTED, which will be the amount of the summary payment, then enter the AMOUNT REQUESTED from each desired Account ID. Enter the letter P in the Action field and press Enter.

SP030F	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP030FO	SUMMARY PAYMENT REQUEST TEMPLATE ENTRY		HH:MM:SS
08/02/2000 T			
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	PAGE	1 OF 1
TEMPLATE NAME: FEDDRAW	REQ REF NUM:	TYPE OF PAYMENT: S	
SETTLEMENT DATE: 08/02/2000			
AGENCY LOCATION CODE/REGION: 11000001/		SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ:	6000
CASH ON HAND:		TOT AMT ENT:	
ASAP SEQUENCE NUMBER:			

ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE	ITM
F1R10002	3000	\$398,000.00	
F1R10004		\$495,000.00	
F1R104D			
F1R104E			
F1R10008	3000	\$499,000.00	
F1R10009		\$499,000.00	

ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

**STEP 3: RESULT**

The system posts your entries. The screen displays the updated available balances which reflect your summary payment request. The system also assigns an ASAP Sequence Number to the summary payment and Item Numbers to each component request.

SP030F	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP030FO	SUMMARY PAYMENT REQUEST TEMPLATE ENTRY		HH:MM:SS
08/02/2000 T			
REQUESTOR ID: 0101234	<b>SUMMARY POSTED</b>	PAGE	1 OF 1
TEMPLATE NAME: FEDDRAW	REQ REF NUM:	TYPE OF PAYMENT: S	
SETTLEMENT DATE: 08/02/2000			
AGENCY LOCATION CODE/REGION: 11000001/		SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ:	\$6,000.00
CASH ON HAND:		TOT AMT ENT:	\$6,000.00
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM2E7V 000001 1100505			

ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE	ITM
F1R10002	\$3,000.00	\$395,000.00	01
F1R10004		\$495,000.00	
F1R104D			
F1R104E			
F1R10008	\$3,000.00	\$496,000.00	02
F1R10009		\$499,000.00	

ACTION: \_ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

F3=PRMT F4=MENU F5=MAIN

**I0043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.**

**STEP 4: ACTION**

Press F3=PRMT to return the Template Payment Request Prompt.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030FO          SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SUMMARY POSTED          PAGE      1 OF      1
TEMPLATE NAME: FEDDRAW          REQ REF NUM:          TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/02/2000
AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT AMT REQ:      $6,000.00
CASH ON HAND:          TOT AMT ENT:      $6,000.00
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM2E7V 000001 1100505
      ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM
F1R10002          $3,000.00          $395,000.00          01
F1R10004          $495,000.00
      F1R104D
      F1R104E
F1R10008          $3,000.00          $496,000.00          02
F1R10009          $499,000.00

ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
      F3=PRMT F4=MENU F5=MAIN
I0043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.

```

**STEP 4: RESULT**

The prompt screen appears.

```

SP025B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025BO          TEMPLATE PAYMENT REQUEST PROMPT              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SHORT NAME: GRAY U          BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S (I=INDIVIDUAL OR S=SUMMARY)          2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: F (A=ACH OR F=FEDWIRE)          4=4TH, OR
SETTLEMENT DATE: 08/02/2000 (MM/DD/CCYY)          BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: _____
TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                          TO A TEMPLATE NAME BELOW

      TEMPLATE          TEMPLATE          TEMPLATE
SEL      NAME          SEL      NAME          SEL      NAME
_      FEDDRAW

F4=MENU F5=MAIN

```

**EXAMPLE THREE**

Using the Template Summary Request feature, we will draw funds from one Federal Agency on behalf of one Recipient Organization. We are requesting from accounts subject to Agency Review.

- < One Federal Agency
- < One Recipient Organization
- < Accounts subject to Agency Review

**STEP 1: ACTION**

Fill in the prompt screen as shown below and press Enter.

```

SP025B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025BO          TEMPLATE PAYMENT REQUEST PROMPT                      HH:MM:SS
08/02/2000 T
REQUESTOR ID:   0101234          SHORT NAME: GRAY U          BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S (I=INDIVIDUAL OR S=SUMMARY)                2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A (A=ACH OR F=FEDWIRE)                4=4TH, OR
SETTLEMENT DATE: 08/03/2000 (MM/DD/CCYY)                      BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: TS3
TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                           TO A TEMPLATE NAME BELOW

      TEMPLATE          TEMPLATE          TEMPLATE
SEL    NAME            SEL    NAME            SEL    NAME
S      FEDDRAW

F4=MENU F5=MAIN

```

**STEP 1: RESULT**

The following screen appears for the template specified on the prompt.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030F50        SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID:   0101234          SHORT NAME: GRAY U          PAGE 1 OF 1
TEMPLATE NAME:  FEDDRAW          REQ REF NUM: TS3            TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
RECIPIENT ID:   0101111          SHORT NAME: GRAY U          TOT AMT REQ: _____
CASH ON HAND: _____          TOT AMT ENT: _____
ASAP SEQUENCE NUMBER:
ACCOUNT ID      AMOUNT REQUESTED          AVAILABLE BALANCE          ITM
F1R10002                _____          $395,000.00
F1R10004                _____          $495,000.00
      F1R104D                _____
      F1R104E                _____
F1R10008                _____          $496,000.00
F1R10009                _____          $499,000.00

ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
F8=PGDN

```

**STEP 2: ACTION**

Enter the TOTAL AMOUNT REQUESTED, which will be the amount of the summary payment, then enter the AMOUNT REQUESTED from each desired Account ID. Enter the letter P in the Action field and press Enter.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030F50        SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234      SHORT NAME: GRAY U          PAGE 1 OF 1
TEMPLATE NAME: FEDDRAW     REQ REF NUM: TS3            TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION: 11000001/      SHORT NAME: US MONEY1
RECIPIENT ID: 0101111      SHORT NAME: GRAY U          TOT AMT REQ: 20000
CASH ON HAND: _____      TOT AMT ENT:
ASAP SEQUENCE NUMBER:
ACCOUNT ID      AMOUNT REQUESTED      AVAILABLE BALANCE      ITM
F1R10002      _____      $395,000.00
F1R10004      _____      $495,000.00
F1R104D      _____
F1R104E      _____
F1R10008      10000      $496,000.00
F1R10009      10000      $499,000.00

ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
F8=PGDN
  
```

**STEP 2: RESULT**

A payment request subject to agency review will be held and not affect account balances until the Federal Agency either approves or rejects the payment.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030FO        SUMMARY PAYMENT REQUEST MASTER ENTRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234      SUMMARY POSTED          PAGE 1 OF 1
TEMPLATE NAME: FEDDRAW     REQ REF NUM: TS3            TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION: 11000001/      SHORT NAME: US MONEY1
RECIPIENT ID: 0101111      SHORT NAME: GRAY U          TOT AMT REQ: $20,000.00
CASH ON HAND: _____      TOT AMT ENT: $20,000.00
ASAP SEQUENCE NUMBER: 08/02/2000 P3TY12OG 000002 1052067
ACCOUNT ID      AMOUNT REQUESTED      AVAILABLE BALANCE      ITM
F1R10002      _____      $395,000.00
F1R10004      _____      $495,000.00
F1R104D      _____
F1R104E      _____
F1R10008      $10,000.00      $496,000.00      01
F1R10009      $10,000.00      $499,000.00      02

F3=PRMT F4=MENU F5=MAIN
I0130 PAYMENT REQUEST(S) POSTED SUCCESSFULLY. PAYMNT IS SUBJ TO AGENCY REVIEW.
  
```

**STEP 3: ACTION**

Press F3=PRMT to return to the Template Payment Request Prompt.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030FO          SUMMARY PAYMENT REQUEST MASTER ENTRY                HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SUMMARY POSTED                      PAGE 1 OF 1
TEMPLATE NAME: FEDDRAW          REQ REF NUM: TS3                    TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT AMT REQ: $20,000.00
CASH ON HAND:                                TOT AMT ENT: $20,000.00
ASAP SEQUENCE NUMBER: 08/02/2000 P3TY12OG 000002 1052067

ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM
F1R10002                                $395,000.00
F1R10004                                $495,000.00
F1R104D
F1R104E
F1R10008          $10,000.00          $496,000.00          01
F1R10009          $10,000.00          $499,000.00          02

F3=PRMT F4=MENU F5=MAIN
I0130 PAYMENT REQUEST(S) POSTED SUCCESSFULLY. PAYMNT IS SUBJ TO AGENCY REVIEW.

```

**STEP 3: ACTION**

The prompt screen appears.

```

SP025B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025BO          TEMPLATE PAYMENT REQUEST PROMPT                    HH:MM:SS
08/02/2000 T

REQUESTOR ID: 0101234          SHORT NAME: GRAY U          BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S (I=INDIVIDUAL OR S=SUMMARY)                2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A (A=ACH OR F=FEDWIRE)                4=4TH, OR
SETTLEMENT DATE: 08/03/2000 (MM/DD/CCYY)                    BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: TS3
TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                                TO A TEMPLATE NAME BELOW

      TEMPLATE          TEMPLATE          TEMPLATE
SEL    NAME          SEL    NAME          SEL    NAME
_      FEDDRAW

F4=MENU F5=MAIN

```

**EXAMPLE FOUR**

Using the Template Summary Request feature, we will draw funds from one Federal Agency on behalf of one Recipient Organization, using the multiple banking relationship functionality.

- < One Federal Agency
- < One Recipient Organization
- < Multiple banking relationships



**STEP 1: ACTION**

Fill in the prompt screen as shown below and select from 1 of 4 bank accounts that are provided. Press Enter.

```

SP025B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025BO          TEMPLATE PAYMENT REQUEST PROMPT                      HH:MM:SS
08/02/2000 T
REQUESTOR ID:0101234          SHORT NAME: GRAY U          BANK ACCT: 3 (1=1ST,OR
TYPE OF PAYMENT: S (I=INDIVIDUAL OR S=SUMMARY)          ENTER 2=2ND, 3=3RD,
PAYMENT DELIVERY METHOD: A (A=ACH OR F=FEDWIRE)          4=4TH, OR
SETTLEMENT DATE: 08/03/2000 (MM/DD/CCYY)          BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: TS4

TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OT TYPE <S> NEXT
                           TO A TEMPLATE NAME BELOW

      TEMPLATE          TEMPLATE          TEMPLATE
SEL   NAME             SEL   NAME             SEL   NAME
S     FEDDRAW

F4=MENU F5=MAIN

```

**STEP 1: RESULT**

The following screen appears for the template specified on the prompt.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030FO          SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SHORT NAME: GRAY U          PAGE 1 OF 1
TEMPLATE NAME: FEDDRAW          REQ REF NUM: TS4          TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT AMT REQ: _____
CASH ON HAND: _____          TOT AMT ENT: _____
ASAP SEQUENCE NUMBER:

ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM
F1R10002          _____          $395,000.00
F1R10004          _____          $495,000.00
F1R104D          _____
F1R104E          _____
F1R10008          _____          $496,000.00
F1R10009          _____          $499,000.00

ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

```

**STEP 2: ACTION**

Enter the TOTAL AMOUNT REQUESTED, which will be the amount of the summary payment, then enter the AMOUNT REQUESTED from each desired Account ID. Enter the letter P in the Action field press Enter.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030FO          SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234      SHORT NAME: GRAY U      PAGE 1 OF 1
TEMPLATE NAME: FEDDRAW     REQ REF NUM: TS4        TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION: 11000001/      SHORT NAME: US MONEY1
RECIPIENT ID: 0101111     SHORT NAME: GRAY U      TOT AMT REQ: 1500
CASH ON HAND: _____      TOT AMT ENT:
ASAP SEQUENCE NUMBER:
    ACCOUNT ID      AMOUNT REQUESTED      AVAILABLE BALANCE      ITM
F1R10002            750_____      $395,000.00
F1R10004            _____      $495,000.00
    F1R104D
    F1R104E
F1R10008            750_____      $496,000.00
F1R10009            _____      $499,000.00

ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

```

**STEP 2: RESULT**

The system posts your entries. The screen displays the available balances which reflect your summary payment request. The system also assigns an ASAP Sequence Number to the summary payment and Item Numbers to each component request.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030FO          SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234      SUMMARY POSTED      PAGE 1 OF 1
TEMPLATE NAME: FEDDRAW     REQ REF NUM: TS4        TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION: 11000001/      SHORT NAME: US MONEY1
RECIPIENT ID: 0101111     SHORT NAME: GRAY U      TOT AMT REQ: $1,500.00
CASH ON HAND: _____      TOT AMT ENT: $1,500.00
ASAP SEQUENCE NUMBER: 08/02/2000 E1THY9Y5B 000001 7800365
    ACCOUNT ID      AMOUNT REQUESTED      AVAILABLE BALANCE      ITM
F1R10002            $750.00      $394,250.00      01
F1R10004            _____      $495,000.00
    F1R104D
    F1R104E
F1R10008            $750.00      $495,250.00      02
F1R10009            _____      $499,000.00

ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
I0043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.

```

**STEP 3: ACTION**

Press F3=PRMT to return to the Template Payment Request Prompt

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030FO          SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SUMMARY POSTED          PAGE 1 OF 1
TEMPLATE NAME: FEDDRAW          REQ REF NUM: TS4          TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT AMT REQ: $1,500.00
CASH ON HAND: _____          TOT AMT ENT: $1,500.00
ASAP SEQUENCE NUMBER: 08/02/2000 E1THY9Y5B 000001 7800365
      ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM
F1R10002          $750.00          $394,250.00          01
F1R10004          $495,000.00
      F1R104D
      F1R104E
F1R10008          $750.00          $495,250.00          02
F1R10009          $499,000.00

ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
      F3=PRMT      F4=MENU F5=MAIN
I0043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.

```

**STEP 3: RESULT**

The prompt screen appears.

```

SP025B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025BO          TEMPLATE PAYMENT REQUEST PROMPT              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SHORT NAME: GRAY U          BANK ACCT: 3 (1=1ST, OR
TYPE OF PAYMENT: S (I=INDIVIDUAL OR S=SUMMARY)          ENTER 2=2ND, 3=3RD,
PAYMENT DELIVERY METHOD: A (A=ACH OR F=FEDWIRE)          4=4TH, OR
SETTLEMENT DATE: 08/03/2000 (MM/DD/CCYY)          BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: TS4

TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OT TYPE <S> NEXT
                        TO A TEMPLATE NAME BELOW

      TEMPLATE          TEMPLATE          TEMPLATE
SEL   NAME          SEL   NAME          SEL   NAME
_     FEDDRAW

F4=MENU F5=MAIN

```

**EXAMPLE FIVE**

Using the Template Summary Request feature, we will draw funds from one Federal Agency on behalf of one Recipient Organization, and we will request an ACH payment from accounts that have subaccounts.

- < One Federal Agency
- < One Recipient Organization
- < ACH payment
- < Control Account

**STEP 1: ACTION**

Fill in the prompt screen and press Enter. Note that you are changing the bank account from 3 (used in the previous example) back to 1.

```

SP025B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025BO          TEMPLATE PAYMENT REQUEST PROMPT                      HH:MM:SS
08/02/2000 T
REQUESTOR ID:   0101234          SHORT NAME: GRAY U          BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S (I=INDIVIDUAL OR S=SUMMARY)                2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A (A=ACH OR F=FEDWIRE)                4=4TH, OR
SETTLEMENT DATE: 08/03/2000 (MM/DD/CCYY)                      BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: _____
TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                           TO A TEMPLATE NAME BELOW

      TEMPLATE          TEMPLATE          TEMPLATE
SEL    NAME            SEL    NAME            SEL    NAME
S      FEDDRAW

F4=MENU F5=MAIN

```

**STEP 1: RESULT**

The following screen appears for the template specified on the prompt.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030FO          SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SHORT NAME: GRAY U          PAGE 1 OF 1
TEMPLATE NAME: FEDDRAW          REQ REF NUM:                TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT AMT REQ: _____
CASH ON HAND: _____          TOT AMT ENT: _____
ASAP SEQUENCE NUMBER:

      ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM
F1R10002          _____          $394,250.00
F1R10004          _____          $495,000.00
      F1R104D          _____
      F1R104E          _____
F1R10008          _____          $495,250.00
F1R10009          _____          $499,000.00

ACTION:          (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

```

**STEP 2: ACTION**

Enter the TOTAL AMOUNT REQUESTED, which will be the amount of the summary payment, then enter the AMOUNT REQUESTED from each desired Account ID. Enter the letter P in the Action field and press Enter. **Note:** Payment requests at the account detail level are drawn at the detail level and not at the account level.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030FO          SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SHORT NAME: GRAY U          PAGE 1 OF 1
TEMPLATE NAME: FEDDRAW          REQ REF NUM:              TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT AMT REQ: 60000
CASH ON HAND: _____          TOT AMT ENT:
ASAP SEQUENCE NUMBER:
ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM
F1R10002          _____          $394,250.00
F1R10004          _____          $495,000.00
F1R104D          30000_____
F1R104E          30000_____
F1R10008          _____          $495,250.00
F1R10009          _____          $499,000.00

ACTION: P          (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

```

**STEP 2: RESULT**

The summary warehoused payment request has posted successfully.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030FO          SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SUMMARY POSTED          PAGE 1 OF 1
TEMPLATE NAME: FEDDRAW          REQ REF NUM:              TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT AMT REQ: $60,000.00
CASH ON HAND: _____          TOT AMT ENT: $60,000.00
ASAP SEQUENCE NUMBER: 08/02/2000 T8IO450P 000003 1238904
ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM
F1R10002          _____          $394,250.00
F1R10004          $60,000.00          $435,000.00          01
F1R104D          $30,000.00
F1R104E          $30,000.00
F1R10008          _____          $495,250.00
F1R10009          _____          $499,000.00

ACTION:          (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
F3=PRMT F4=MENU F5=MAIN          F8=PGDN
I0043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.

```

**STEP 3: ACTION**

Press F3=PRMT to return to the Template Payment Request Prompt.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030FO          SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SUMMARY POSTED          PAGE 1 OF 1
TEMPLATE NAME: FEDDRAW          REQ REF NUM:          TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT AMT REQ: $60,000.00
CASH ON HAND: _____          TOT AMT ENT: $60,000.00
ASAP SEQUENCE NUMBER: 08/02/2000 T8IO450P 000003 1238904
      ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM
F1R10002          $394,250.00
F1R10004          $60,000.00          $435,000.00          01
      F1R104D          $30,000.00
      F1R104E          $30,000.00
F1R10008          $495,250.00
F1R10009          $499,000.00
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
      F3=PRMT      F4=MENU F5=MAIN          F8=PGDN
I0043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.

```

**STEP 3: RESULT**

The prompt screen appears.

```

SP025B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025BO          TEMPLATE PAYMENT REQUEST PROMPT              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SHORT NAME: GRAY U          BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S (I=INDIVIDUAL OR S=SUMMARY)          2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A (A=ACH OR F=FEDWIRE)          4=4TH, OR
SETTLEMENT DATE: 08/03/2000 (MM/DD/CCYY)          BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: _____
TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                        TO A TEMPLATE NAME BELOW

      TEMPLATE          TEMPLATE          TEMPLATE
SEL   NAME          SEL   NAME          SEL   NAME
_     FEDDRAW

F4=MENU F5=MAIN

```

**SECTION 3.2.3**  
**TEMPLATE PAYMENT REQUESTS:**  
**INDIVIDUAL PAYMENTS**

**GUIDE TO EXAMPLES**

The following pages contain examples of how to use the Template Individual Payment Request feature to draw funds.

**Example 1** shows you how to use a previously created template to make Fedwire payment requests against accounts associated with one Federal Agency and one Recipient Organization.

**Example 2** shows you how to use a previously created template to make individual ACH payment requests against accounts associated with one Federal Agency and one Recipient Organization.



**EXAMPLE ONE**

Using the Template Individual Request feature, we will draw funds from one Federal Agency on behalf of one Recipient Organization, selecting from a single screen of accounts. We will request a same-day Fedwire payment.

- < One Federal Agency
- < One Recipient Organization
- < One screen of accounts
- < Same-day (Fedwire) payment

**STEP 1: ACTION**

Fill in the prompt screen as shown below (specifying same-day Fedwire settlement) and press Enter.  
Use the template that you created in Example 1 of the Create Payment Requestor Template section.

```

SP025B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025BO          TEMPLATE PAYMENT REQUEST PROMPT                      HH:MM:SS
08/02/2000 T
REQUESTOR ID:    0101234          SHORT NAME: GRAY U          BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: I (I=INDIVIDUAL OR S=SUMMARY)                2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: F (A=ACH OR F=FEDWIRE)                4=4TH, OR
SETTLEMENT DATE: 08/02/2000 (MM/DD/CCYY)                      BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: _____
TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                           TO A TEMPLATE NAME BELOW:

      TEMPLATE          TEMPLATE          TEMPLATE
SEL   NAME             SEL   NAME             SEL   NAME
S     FEDDRAW

F4=MENU F5=MAIN

```

**STEP 1: RESULT**

A message in the center of the screen asks you to confirm that you want a FEDWIRE payment.

```

SP025B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025BO          TEMPLATE PAYMENT REQUEST PROMPT                      HH:MM:SS
08/02/2000 T
REQUESTOR ID:    0101234          SHORT NAME: GRAY U          BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: I (I=INDIVIDUAL OR S=SUMMARY)                2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: F (A=ACH OR F=FEDWIRE)                4=4TH, OR
SETTLEMENT DATE: 08/02/2000 (MM/DD/CCYY)                      BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: _____
TEMPLATE NAME: FEDDRAW_____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                           TO A TEMPLATE NAME BELOW:
                        FEDWIRE PAYMENT SETTLES TODAY, CONTINUE (Y/N): _

      TEMPLATE          TEMPLATE          TEMPLATE
SEL   NAME             SEL   NAME             SEL   NAME
S     FEDDRAW

F4=MENU F5=MAIN
I0089 TYPE <Y> TO CONTINUE OR <N> TO CHANGE PAYMENT TYPE.

```

**STEP 2: ACTION**

Type Y to confirm and press Enter.

```

SP025B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025BO          TEMPLATE PAYMENT REQUEST PROMPT                      HH:MM:SS
08/02/2000 T
REQUESTOR ID:    0101234          SHORT NAME: GRAY U          BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: I (I=INDIVIDUAL OR S=SUMMARY)                2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: F (A=ACH OR F=FEDWIRE)                4=4TH, OR
SETTLEMENT DATE: 08/02/2000 (MM/DD/CCYY)                      BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: _____
TEMPLATE NAME: FEDDRAW_____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                                TO A TEMPLATE NAME BELOW:
                                FEDWIRE PAYMENT SETTLES TODAY, CONTINUE (Y/N): Y
                                Y
      TEMPLATE                TEMPLATE                TEMPLATE
SEL    NAME                  SEL    NAME                  SEL    NAME
S      FEDDRAW

                                F4=MENU F5=MAIN
I0089 TYPE <Y> TO CONTINUE OR <N> TO CHANGE PAYMENT TYPE.

```

**STEP 2: RESULT**

The following screen appears for the template specified on the prompt.

```

SP030C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030CO          INDIVIDUAL PAYMENT REQUEST TEMPLATE ENTRY          HH:MM:SS
08/02/2000 T
                                PAGE      1 OF      1
REQUESTOR ID: 0101234          SHORT NAME: GRAY U
SETTLEMENT DATE: 08/02/2000    TEMPLATE NAME: FEDDRAW          TYPE OF PAYMENT: I
AGENCY LOCATION CODE/REGION: 11000001/    SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
REQUESTOR REFERENCE NUM:          CASH ON HAND: _____
ASAP SEQUENCE NUMBER:
      ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE
      REQ REF NUM
F1R10002          _____          $394,250.00
F1R10004          _____          $435,000.00
  F1R104D          _____
  F1R104E          _____
F1R10008          _____          $495,250.00
F1R10009          _____          $499,000.00
                                _____
ACTION:          (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

```

**STEP 3: ACTION**

Enter the AMOUNT REQUESTED from each desired account. Enter the letter P in the Action field and press Enter.

```

SP030C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030CO         INDIVIDUAL PAYMENT REQUEST TEMPLATE ENTRY           HH:MM:SS
08/02/2000 T

                                     PAGE      1 OF      1

REQUESTOR ID: 0101234          SHORT NAME: GRAY U
SETTLEMENT DATE: 08/02/2000   TEMPLATE NAME: FEDDRAW          TYPE OF PAYMENT: I
AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
RECIPIENT ID: 0101111         SHORT NAME: GRAY U
REQUESTOR REFERENCE NUM:                CASH ON HAND: _____
ASAP SEQUENCE NUMBER:

      ACCOUNT ID      AMOUNT REQUESTED      AVAILABLE BALANCE
      REQ REF NUM
F1R10002              1000_____          $394,250.00
_____
F1R10004              _____          $435,000.00
  F1R104D              _____
  F1R104E              _____
_____
F1R10008              1000_____          $495,250.00
_____
F1R10009              1000_____          $499,000.00
_____

ACTION: P  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

```

**STEP 3: RESULT**

The system posts your entries. The screen displays the updated available balances which reflect your payment requests.

```

SP030C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030CO         INDIVIDUAL PAYMENT REQUEST TEMPLATE ENTRY           HH:MM:SS
08/02/2000 T

                                     PAGE      1 OF      1

REQUESTOR ID: 0101234          REQUEST(S) POSTED
SETTLEMENT DATE: 08/02/2000   TEMPLATE NAME: FEDDRAW          TYPE OF PAYMENT: I
AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
RECIPIENT ID: 0101111         SHORT NAME: GRAY U
REQUESTOR REFERENCE NUM:                CASH ON HAND: _____
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM2E7V REST OF SEQNUM DISPLAYED BELOW

      ACCOUNT ID      AMOUNT REQUESTED      AVAILABLE BALANCE
      REQ REF NUM
F1R10002              $1,000.00          $393,250.00
                                     SEQNUM: 000009 01
_____
F1R10004              _____          $435,000.00
  F1R104D
  F1R104E
_____
F1R10008              $1,000.00          $494,250.00
                                     SEQNUM: 000010 01
_____
F1R10009              $1,000.00          $498,000.00
                                     SEQNUM: 000011 01

ACTION:          (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                F3=PRMT F4=MENU F5=MAIN
                F11=NWTP
I0081 SAME DAY INDIVIDUAL REQUEST(S) APPROVED.

```

**STEP 4: ACTION**

Press F3=PRMT to return the Template Payment Request Prompt.

SP030C	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030CO	INDIVIDUAL PAYMENT REQUEST TEMPLATE ENTRY	HH:MM:SS
08/02/2000 T		
		PAGE 1 OF 1
REQUESTOR ID: 0101234	REQUEST(S) POSTED	
SETTLEMENT DATE: 08/02/2000	TEMPLATE NAME: FEDDRAW	TYPE OF PAYMENT: I
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	
REQUESTOR REFERENCE NUM:	CASH ON HAND:	
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM2E7V REST OF SEQNUM DISPLAYED BELOW		
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE
REQ REF NUM		ITM #
F1R10002	\$1,000.00	\$393,250.00
		SEQNUM: 000009 01
F1R10004		\$435,000.00
F1R104D		
F1R104E		
F1R10008	\$1,000.00	\$494,250.00
		SEQNUM: 000010 01
F1R10009	\$1,000.00	\$498,000.00
		SEQNUM: 000011 01
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)		
F3=PRMT F4=MENU F5=MAIN		F11=NWTP
I0081 SAME DAY INDIVIDUAL REQUEST(S) APPROVED.		

**STEP 4: RESULT**

The prompt screen appears.

SP025B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP025BO	TEMPLATE PAYMENT REQUEST PROMPT	HH:MM:SS
08/02/2000 T		
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: I (I=INDIVIDUAL OR S=SUMMARY)		2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: F (A=ACH OR F=FEDWIRE)		4=4TH, OR
SETTLEMENT DATE: 08/02/2000 (MM/DD/CCYY)		BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: _____		
TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT		
TO A TEMPLATE NAME BELOW		
TEMPLATE	TEMPLATE	TEMPLATE
SEL NAME	SEL NAME	SEL NAME
_ FEDDRAW		
F4=MENU F5=MAIN		

**EXAMPLE TWO**

Using the Template Individual Request feature, we will draw funds on behalf of one Recipient organization from one Federal Agency, selecting from one screen of accounts. We will request individual ACH payments.

- < One Federal Agency
- < One Recipient Organization
- < One screen of accounts
- < ACH payments

**STEP 1: ACTION**

Fill in the prompt screen as shown below and press Enter.

```

SP025B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025BO          TEMPLATE PAYMENT REQUEST PROMPT                      HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SHORT NAME: GRAY U  BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: I (I=INDIVIDUAL OR S=SUMMARY)                      2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A (A=ACH OR F=FEDWIRE)                      4=4TH, OR
SETTLEMENT DATE: 08/03/2000 (MM/DD/CCYY)                          BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: TRAINING
TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                           TO A TEMPLATE NAME BELOW

      TEMPLATE                TEMPLATE                TEMPLATE
SEL   NAME                   SEL   NAME                   SEL   NAME
S     FEDDRAW

F4=MENU F5=MAIN

```

**STEP 1: RESULT**

The following screen appears for the template specified on the prompt.

```

SP030C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030CO          INDIVIDUAL PAYMENT REQUEST TEMPLATE ENTRY          HH:MM:SS
08/02/2000 T
                                           PAGE      1 OF      1

REQUESTOR ID: 0101234          SHORT NAME: GRAY U
SETTLEMENT DATE: 08/03/2000  TEMPLATE NAME: FEDDRAW          TYPE OF PAYMENT: I
AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
REQUESTOR REFERENCE NUM: TRAINING          CASH ON HAND: _____
ASAP SEQUENCE NUMBER:
      ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM #
      REQ REF NUM
F1R10002          _____          $393,250.00
      TRAINING_____
F1R10004          _____          $435,000.00
      F1R104D          _____
      F1R104E          _____
      TRAINING_____
F1R10008          _____          $494,250.00
      TRAINING_____
F1R10009          _____          $498,000.00
      TRAINING_____

ACTION:          (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

```

**STEP 2: ACTION**

Enter the AMOUNT REQUESTED from each desired Account ID. Enter the letter P in the Action field and press Enter.

```

SP030C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030CO         INDIVIDUAL PAYMENT REQUEST TEMPLATE ENTRY          HH:MM:SS
08/02/2000 T

                                PAGE      1 OF      1

REQUESTOR ID: 0101234          SHORT NAME: GRAY U
SETTLEMENT DATE: 08/03/2000    TEMPLATE NAME: FEDDRAW          TYPE OF PAYMENT: I
AGENCY LOCATION CODE/REGION: 11000001/    SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
REQUESTOR REFERENCE NUM: TRAINING          CASH ON HAND: _____
ASAP SEQUENCE NUMBER:

    ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE
    REQ REF NUM
F1R10002          1000          $393,250.00
    TRAINING1
F1R10004          $435,000.00
    F1R104D
    F1R104E
    TRAINING
F1R10008          1000          $494,250.00
    TRAINING2
F1R10009          1000          $498,000.00
    TRAINING3
ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
  
```

**STEP 2: RESULT**

The system posts your entries.

```

SP030C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030CO         INDIVIDUAL PAYMENT REQUEST TEMPLATE ENTRY          HH:MM:SS
08/02/2000 T

                                PAGE      1 OF      1

REQUESTOR ID: 0101234          REQUEST (S) POSTED
SETTLEMENT DATE: 08/03/2000    TEMPLATE NAME: FEDDRAW          TYPE OF PAYMENT: I
AGENCY LOCATION CODE/REGION: 11000001/    SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
REQUESTOR REFERENCE NUM: TRAINING          CASH ON HAND:
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM2E7V REST OF SEQNUM DISPLAYED BELOW
    ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE
    REQ REF NUM
F1R10002          $1,000.00          $392,250.00
    TRAINING1          SEQNUM: 000012 01
F1R10004          $435,000.00
    F1R104D
    F1R104E
    TRAINING
F1R10008          $1,000.00          $493,250.00
    TRAINING2          SEQNUM: 000013 01
F1R10009          $1,000.00          $497,000.00
    TRAINING3          SEQNUM: 000014 01
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
    F3=PRMT F4=MENU F5=MAIN          F11=NWTP
I0083 NEXT DAY INDIVIDUAL REQUEST(S) APPROVED.
  
```



**STEP 3: ACTION**

Press F4=MENU function key to return to the Payment Request Processing menu.

SP030C	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030CO	INDIVIDUAL PAYMENT REQUEST TEMPLATE ENTRY	HH:MM:SS
08/02/2000 T		
		PAGE 1 OF 1
REQUESTOR ID: 0101234	REQUEST (S) POSTED	
SETTLEMENT DATE: 08/03/2000	TEMPLATE NAME: FEDDRAW	TYPE OF PAYMENT: I
AGENCY LOCATION CODE/REGION: 11000001/		SHORT NAME: US MONEY1
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	
REQUESTOR REFERENCE NUM: TRAINING	CASH ON HAND:	
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM2E7V 000003 1349467		
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE
REQ REF NUM		ITM #
F1R10002	\$1,000.00	\$392,250.00
TRAINING1		SEQNUM: 000012 01
F1R10004		\$435,000.00
F1R104D		
F1R104E		
TRAINING		
F1R10008	\$1,000.00	\$493,250.00
TRAINING2		SEQNUM: 000013 01
F1R10009	\$1,000.00	\$497,000.00
TRAINING3		SEQNUM: 000014 01
ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)		
F3=PRMT F4=MENU F5=MAIN		F11=NWTP
I0083 NEXT DAY INDIVIDUAL REQUEST(S) APPROVED.		

**STEP 3: RESULT**

The Payment Request Processing menu appears.

SP020A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP020AO	PAYMENT REQUEST PROCESSING	HH:MM:SS
08/02/2000 T		
<p>&lt;1&gt; TEMPLATE PAYMENT REQUEST PROMPT</p> <p>&lt;2&gt; MASTER PAYMENT REQUEST PROMPT</p> <p>&lt;3&gt; CREATE PAYMENT REQUESTOR TEMPLATE PROMPT</p> <p>&lt;4&gt; BOOK ENTRY ADJUSTMENT PROMPT</p> <p>&lt;5&gt; PAYMENT CANCELLATION PROMPT</p> <p>&lt;6&gt; INTERSTATE AUTHORIZATION TRANSFER PROMPT</p>		
<p>ENTER SELECTION NUMBER: _</p> <p>PRESS ENTER</p>		
F2=EXIT	F5=MAIN	

## SECTION 3.4

### REMITTANCE BASED PAYMENT REQUEST

#### PURPOSE

In this section you will learn how to create a custom-built list (template) with multiple, user defined remittance codes for each ASAP Account on a template; and use the Template Payment Request feature to create remittance based payments.

#### OVERVIEW

The Remittance Based Payment Request process is a variation of the existing Template Payment Request feature. This feature will allow a Payment Requestor organization to build one or more templates with their organization's remittance codes or other accounting information attached to their ASAP accounts. The Requestor may then use the template(s) not only to make ACH requests at the ASAP account level, but also to break out each account-level draw by codes that are relevant to their organization's internal accounting or reporting needs. The remittance codes and amounts would be passed to the Requestor's financial institution along with the ACH payment as an EDI transaction set, which in turn could be passed on to the Requestor organization for automatic updating of their accounting systems.

Remittance codes may be up to 30 characters in length. Once the remittance codes have been saved, the system will automatically record the sequence in which the remittance codes were entered. Users may come back at a future time and add new Federal Agency account identifiers to the template, add new remittance codes to an existing Federal Agency account identifier in a template, modify existing remittance codes, change the sequence in which the remittance codes appear, and/or delete existing remittance codes.

In order to initiate a Remittance Based Payment Request, the Requestor will use the Template Payment Request option from the Payment Request Processing menu. ***Please note: Remittance based requests must be summary, ACH requests.***

A breakdown of the net amounts being requested at the ASAP account level and the amounts entered per remittance code will be included with the resulting payment. This information will appear as remittance data in the addenda records of the ACH payment request. Information about the format of the EDI transaction set that makes up the addenda records may be found in the Payment Formats Package, located on the ASAP Web site at <http://www.fms.treas.gov/asap/pay-intro.html> or you may contact your servicing RFC for a hard copy.

### **SECTION 3.4.1**

#### **REMITTANCE BASED PAYMENT REQUEST: CREATE PAYMENT REQUESTOR TEMPLATE**

#### **GUIDE TO EXAMPLE**

The following page contains an example of how to create the Payment Requestor Template.

**ACTION:**

On the Payment Request Processing Menu, select menu option 3 for Create Payment Requestor Template Prompt and press Enter.

SP020A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP020AO	PAYMENT REQUEST PROCESSING	HH:MM:SS
08/02/2000 T		
 <1> TEMPLATE PAYMENT REQUEST PROMPT		
<2> MASTER PAYMENT REQUEST PROMPT		
<3> CREATE PAYMENT REQUESTOR TEMPLATE PROMPT		
<4> BOOK ENTRY ADJUSTMENT PROMPT		
<5> PAYMENT CANCELLATION PROMPT		
<6> INTERSTATE AUTHORIZATION TRANSFER PROMPT		
ENTER SELECTION NUMBER: 3		
PRESS ENTER		
F2=EXIT	F5=MAIN	

**RESULT:**

The Create Payment Requestor Template Prompt appears.

SP320A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP320AO	CREATE PAYMENT REQUESTOR TEMPLATE PROMPT	HH:MM:SS
08/02/2000 T		
ACTION: ____		
<A> ADD TEMPLATE		
<C> CHANGE TEMPLATE		
<D> DELETE TEMPLATE		
<B> BUILD REMITTANCE DATA		
REQUESTOR ID: 0101234		SHORT NAME: GRAY U
TEMPLATE NAME: _____		
AGENCY LOCATION CODE/REGION: _____/____		SHORT NAME:
RECIPIENT ID: _____		SHORT NAME:
F4=MENU F5=MAIN		

**EXAMPLE ONE**

- < One Federal Agency
- < One Recipient Organization
- < Multiple Pages of accounts

**STEP 1: ACTION**

Fill in the prompt screen as shown below and press Enter. You select the template name - it may be up to 10 characters in length, and may contain letters, numbers or both.

```

SP320A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP320AO         CREATE PAYMENT REQUESTOR TEMPLATE PROMPT             HH:MM:SS
08/02/2000 T

ACTION: A      <A> ADD TEMPLATE
               <C> CHANGE TEMPLATE
               <D> DELETE TEMPLATE
               <B> BUILD REMITTANCE DATA

REQUESTOR ID: 0101234                      SHORT NAME: GRAY U

TEMPLATE NAME: RBPR1_____

AGENCY LOCATION CODE/REGION: 11000001/___  SHORT NAME:

RECIPIENT ID: 0101111                      SHORT NAME:

F4=MENU F5=MAIN

```

**STEP 1: RESULT**

The following screen appears with Account IDs for the Federal Agency - Recipient Organization combination specified on the prompt.

```

SP325A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP325AO         CREATE PAYMENT REQUESTOR TEMPLATE DETAIL             HH:MM:SS
08/02/2000 T                                         PG 1 OF 3

TEMPLATE NAME: RBPR1          REQUESTOR ID: 0101234  SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/              SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U

SELECT  <A> ADD ACCOUNTS  <D> DELETE ACCOUNTS

          SELECT          ACCOUNT ID
          —              F1R10001
          —              F1R10002
                      F1R10003
          —              F1R103A
          —              F1R103B
          —              F1R103C
                      F1R10004
          —              F1R104D
          —              F1R104E
          —              F1R104F

          <X>=ACCOUNT ON TEMPLATE  <R>=REMITTANCE DATA ON ACCOUNT
ACTION: _ (P=POST, R=REFRESH, E=ESCAPE)

F8=PGDN F9=ALC F10=RO

```

**STEP 2: ACTION**

Press F8=PGDN twice to get to the third page of accounts.

SP325A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP325AO	CREATE PAYMENT REQUESTOR TEMPLATE DETAIL	HH:MM:SS
08/02/2000 T		PG 1 OF 3
TEMPLATE NAME: RBPR1	REQUESTOR ID: 0101234	SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/		SHORT NAME: US MONEY1
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
SELECT <A> ADD ACCOUNTS <D> DELETE ACCOUNTS		
SELECT	ACCOUNT ID	
—	F1R10001	
—	F1R10002	
	F1R10003	
—	F1R103A	
—	F1R103B	
—	F1R103C	
	F1R10004	
—	F1R104D	
—	F1R104E	
—	F1R104F	
<X>=ACCOUNT ON TEMPLATE <R>=REMITTANCE DATA ON ACCOUNT		
ACTION: _ (P=POST, R=REFRESH, E=ESCAPE)		
F8=PGDN F9=ALC F10=RO		

**STEP 2: RESULT**

The third page of accounts is displayed.

SP325A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP325AO	CREATE PAYMENT REQUESTOR TEMPLATE DETAIL	HH:MM:SS
08/02/2000 T		PG 3 OF 3
TEMPLATE NAME: RBPR1	REQUESTOR ID: 0101234	SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/		SHORT NAME: US MONEY1
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
SELECT <A> ADD ACCOUNTS <D> DELETE ACCOUNTS		
SELECT	ACCOUNT ID	
—	F1R10012	
—	F1R10013	
—	F1R10014	
—	F1R10015	
<X>=ACCOUNT ON TEMPLATE <R>=REMITTANCE DATA ON ACCOUNT		
ACTION: _ (P=POST, R=REFRESH, E=ESCAPE)		
F8=PGDN F9=ALC F10=RO		

**STEP 3: ACTION**

Enter the letter A in the select field to add each desired Account ID to the Template. Enter the letter P in the action field and press Enter.

SP325A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP325AO	CREATE PAYMENT REQUESTOR TEMPLATE DETAIL	HH:MM:SS
08/02/2000 T		PG 3 OF 3
TEMPLATE NAME: RBPR1	REQUESTOR ID: 0101234	SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/		SHORT NAME: US MONEY1
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
SELECT <A> ADD ACCOUNTS <D> DELETE ACCOUNTS		
SELECT	ACCOUNT ID	
A	F1R10012	
A	F1R10013	
A	F1R10014	
-	F1R10015	
<X>=ACCOUNT ON TEMPLATE <R>=REMITTANCE DATA ON ACCOUNT		
ACTION: P (P=POST, R=REFRESH, E=ESCAPE)		
F8=PGDN F9=ALC F10=RO		

**STEP 3: RESULT**

The system posts the template.

SP325A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP325AO	CREATE PAYMENT REQUESTOR TEMPLATE DETAIL	HH:MM:SS
08/02/2000 T		PG 3 OF 3
TEMPLATE NAME: RBPR1	REQUESTOR ID: 0101234	SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/		SHORT NAME: US MONEY1
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
SELECT <A> ADD ACCOUNTS <D> DELETE ACCOUNTS		
SELECT	ACCOUNT ID	
A	F1R10012	
A	F1R10013	
A	F1R10014	
-	F1R10015	
<X>=ACCOUNT ON TEMPLATE <R>=REMITTANCE DATA ON ACCOUNT		
ACTION: _ (P=POST, R=REFRESH, E=ESCAPE)		
F3=PRMT F4=MENU F5=MAIN F11=NWTP		
I0045 PAYMENT REQUESTOR TEMPLATE POSTED SUCCESSFULLY.		



**STEP 4: ACTION**

Press F3=PRMT to return to the Create Payment Requestor Template Prompt screen.

SP325A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP325AO	CREATE PAYMENT REQUESTOR TEMPLATE DETAIL	HH:MM:SS
08/02/2000 T		PG 3 OF 3
TEMPLATE NAME: RBPR1	REQUESTOR ID: 0101234	SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/		SHORT NAME: US MONEY1
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
SELECT <A> ADD ACCOUNTS <D> DELETE ACCOUNTS		
SELECT	ACCOUNT ID	
A	F1R10012	
A	F1R10013	
A	F1R10014	
-	F1R10015	
<X>=ACCOUNT ON TEMPLATE <R>=REMITTANCE DATA ON ACCOUNT		
ACTION: _ (P=POST, R=REFRESH, E=ESCAPE)		
F3=PRMT F4=MENU F5=MAIN		F11=NWTP
I0045 PAYMENT REQUESTOR TEMPLATE POSTED SUCCESSFULLY.		

**STEP 4: RESULT**

The Create Payment Requestor Template Prompt Screen will appear with the information you originally entered on the prompt displayed.

SP320A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP320AO	CREATE PAYMENT REQUESTOR TEMPLATE PROMPT	HH:MM:SS
08/02/2000 T		
ACTION: _	<A> ADD TEMPLATE	
	<C> CHANGE TEMPLATE	
	<D> DELETE TEMPLATE	
	<B> BUILD REMITTANCE DATA	
REQUESTOR ID: 0101234		SHORT NAME: GRAY U
TEMPLATE NAME: RBPR1_____		
AGENCY LOCATION CODE/REGION: 11000001/___		SHORT NAME: US MONEY1
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
F4=MENU F5=MAIN		

**STEP 5: ACTION**

Fill in the prompt screen as shown below and press Enter. You will use action B to Build Remittance Data.

```
SP320A      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP320AO      CREATE PAYMENT REQUESTOR TEMPLATE PROMPT      HH:MM:SS
08/02/2000 T

ACTION: B    <A> ADD TEMPLATE
              <C> CHANGE TEMPLATE
              <D> DELETE TEMPLATE
              <B> BUILD REMITTANCE DATA

REQUESTOR ID: 0101234      SHORT NAME: GRAY U

TEMPLATE NAME: RBPR1_____

AGENCY LOCATION CODE/REGION: 11000001/___      SHORT NAME: US MONEY1

RECIPIENT ID: 0101111      SHORT NAME: GRAY U

F4=MENU F5=MAIN
```

**STEP 5: RESULT**

The Build Remittance Account List screen will appear.

```
SP325B      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP325BO      BUILD REMITTANCE ACCOUNT LIST      HH:MM:SS
08/02/2000 T      PG 1 OF 1

TEMPLATE NAME: RBPR1      REQUESTOR ID: 0101234 SHORT NAME: GRAY U

SELECT <S> TO BUILD REMITTANCE DATA

              REMIT
SEL  ALC/RGN  SHORT NAME RECIPIENT SHORT NAME EXIST  ACCOUNT ID
_   11000001/  US MONEY1  0101111  GRAY U      F1R10012
_   11000001/  US MONEY1  0101111  GRAY U      F1R10013
_   11000001/  US MONEY1  0101111  GRAY U      F1R10014

F3=PRMT F4=MENU F5=MAIN
```

Enter an <S> in the SEL field for the first account on the list and press Enter.

### STEP 6: RESULT

```
SP327A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP327AO                BUILD TEMPLATE REMITTANCE DETAILS              HH:MM:SS
08/02/2000 T                                           PG 1 OF 1
  TEMPLATE NAME: RBPR1             REQUESTOR ID: 0101234 SHORT NAME: GRAY U
  AGENCY LOCATION CODE/REGION: 11000001/           SHORT NAME: US MONEY1
  RECIPIENT ID: 0101111               SHORT NAME: GRAY U
  ACCOUNT ID: F1R10012
  HEADER GUIDE: _____
<A> ADD   <C> CHANGE <D> DELETE
                               SELECT    REMITTANCE DATA ELEMENTS      SEQ NO.
                               -         -         -
                               -         -         -
                               -         -         -
                               -         -         -
                               -         -         -
                               -         -         -
                               -         -         -
                               -         -         -
                               -         -         -
                               -         -         -
ACTION: _ (P=POST, R=REFRESH, E=ESCAPE)
                                         F8=PGDN
```

**STEP 7: ACTION**

Enter data to add a header guide and remittance codes for this account as shown below. Enter Action P to Post and press Enter.

SP327A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP327AO	BUILD TEMPLATE REMITTANCE DETAILS	HH:MM:SS
08/02/2000 T		PG 1 OF 1
TEMPLATE NAME: RBPR1	REQUESTOR ID: 0101234	SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/		SHORT NAME: US MONEY1
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
ACCOUNT ID: F1R10012		
HEADER GUIDE:	AGYFUNDRECCODECFDA+SUFFIX_____	
<A> ADD <C> CHANGE <D> DELETE		
SELECT	REMITTANCE DATA ELEMENTS	SEQ NO.
A	830327 55101 93.5680001_____	___
A	830327 55101 93.5680002_____	___
A	830327 55101 93.5680003_____	___
A	830327 55101 93.5680004_____	___
—	_____	___
—	_____	___
—	_____	___
—	_____	___
—	_____	___
—	_____	___
ACTION: P (P=POST, R=REFRESH, E=ESCAPE)		
F8=PGDN		

**STEP 7: RESULT**

The system posts the remittance codes for this account.

SP327A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP327AO	BUILD TEMPLATE REMITTANCE DETAILS	HH:MM:SS
08/02/2000 T		PG 1 OF 1
TEMPLATE NAME: RBPR1	REQUESTOR ID: 0101234	SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/		SHORT NAME: US MONEY1
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
ACCOUNT ID: F1R10012		
HEADER GUIDE:	AGYFUNDRECCODECFDA+SUFFIX_____	
<A> ADD <C> CHANGE <D> DELETE		
SELECT	REMITTANCE DATA ELEMENTS	SEQ NO.
A	830327 55101 93.5680001_____	001
A	830327 55101 93.5680002_____	002
A	830327 55101 93.5680003_____	003
A	830327 55101 93.5680004_____	004
—	_____	___
—	_____	___
—	_____	___
—	_____	___
—	_____	___
—	_____	___
ACTION: _ (P=POST, R=REFRESH, E=ESCAPE)		
F3=PRMT F4=MENU F5=MAIN		
F11=LIST		
I0095	TEMPLATE REMITTANCE DATA HAS BEEN POSTED.	

**STEP 8: ACTION**

Press F11=LIST to return to the Build Remittance Account List screen.

```

SP327A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP327AO          BUILD TEMPLATE REMITTANCE DETAILS                    HH:MM:SS
08/02/2000 T                                           PG 1 OF 1
  TEMPLATE NAME: RBPR1          REQUESTOR ID: 0101234 SHORT NAME: GRAY U
  AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
  RECIPIENT ID: 0101111          SHORT NAME: GRAY U
  ACCOUNT ID: F1R10012
  HEADER GUIDE:          AGYFUNDRECCODECFDA+SUFFIX_____
<A> ADD  <C> CHANGE <D> DELETE
                SELECT  REMITTANCE DATA ELEMENTS          SEQ NO.
                A      830327 55101 93.5680001_____ 001
                A      830327 55101 93.5680002_____ 002
                A      830327 55101 93.5680003_____ 003
                A      830327 55101 93.5680004_____ 004
                -      _____
                -      _____
                -      _____
                -      _____
                -      _____
                -      _____
ACTION:  _ (P=POST, R=REFRESH, E=ESCAPE)
          F3=PRMT F4=MENU F5=MAIN
I0095    TEMPLATE REMITTANCE DATA HAS BEEN POSTED.
  
```

**STEP 8: RESULT**

The Build Remittance Account List screen appears. There should be an “R” in the REMIT EXIST column for the first account on the list.

```

SP325B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP325BO          BUILD REMITTANCE ACCOUNT LIST                    HH:MM:SS
08/02/2000 T                                           PG 1 OF 1
  TEMPLATE NAME: RBPR1          REQUESTOR ID: 0101234 SHORT NAME: GRAY U
  SELECT <S> TO BUILD REMITTANCE DATA
                REMIT
SEL  ALC/RGN  SHORT NAME RECIPIENT SHORT NAME EXIST  ACCOUNT ID
-   11000001/  US MONEY1  0101111  GRAY U      R   F1R10012
-   11000001/  US MONEY1  0101111  GRAY U      F1R10013
-   11000001/  US MONEY1  0101111  GRAY U      F1R10014
  
```

F3=PRMT F4=MENU F5=MAIN

Enter an <S> in the SEL field for the second account on the list and press Enter.

## STEP 9: RESULT

```
SP327A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP327AO                BUILD TEMPLATE REMITTANCE DETAILS              HH:MM:SS
08/02/2000 T                                PG 1 OF   1

    TEMPLATE NAME: RBPR1             REQUESTOR ID: 0101234 SHORT NAME: GRAY U
    AGENCY LOCATION CODE/REGION: 11000001/           SHORT NAME: US MONEY1
    RECIPIENT ID: 0101111               SHORT NAME: GRAY U
    ACCOUNT ID: F1R10013

    HEADER GUIDE: _____
<A> ADD <C> CHANGE <D> DELETE

                        SELECT      REMITTANCE DATA ELEMENTS        SEQ NO.

                        -            _____                    ____
                        -            _____                    ____
                        -            _____                    ____
                        -            _____                    ____
                        -            _____                    ____
                        -            _____                    ____
                        -            _____                    ____
                        -            _____                    ____
                        -            _____                    ____
                        -            _____                    ____
ACTION: _ (P=POST, R=REFRESH, E=ESCAPE)

                                         F8=PGDN
```

**STEP 10: ACTION**

Enter data to add a header guide and remittance codes for this account as shown below. Enter Action P to Post and press Enter.

SP327A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP327AO	BUILD TEMPLATE REMITTANCE DETAILS	HH:MM:SS
08/02/2000 T		PG 1 OF 1
TEMPLATE NAME: RBPR1	REQUESTOR ID: 0101234	SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/		SHORT NAME: US MONEY1
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
ACCOUNT ID: F1R10013		
HEADER GUIDE:	AGYFUNDRECCODECFDA+SUFFIX_____	
<A> ADD <C> CHANGE <D> DELETE		
SELECT	REMITTANCE DATA ELEMENTS	SEQ NO.
A	830327 55101 93.5680001_____	___
A	830327 55101 93.5680002_____	___
A	830327 55101 93.5680003_____	___
A	830327 55101 93.5680004_____	___
—	_____	___
—	_____	___
—	_____	___
—	_____	___
—	_____	___
—	_____	___
ACTION: P (P=POST, R=REFRESH, E=ESCAPE)		
F8=PGDN		

**STEP 10: RESULT**

The system posts the remittance codes for this account.

SP327A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP327AO	BUILD TEMPLATE REMITTANCE DETAILS	HH:MM:SS
08/02/2000 T		PG 1 OF 1
TEMPLATE NAME: RBPR1	REQUESTOR ID: 0101234	SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/		SHORT NAME: US MONEY1
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
ACCOUNT ID: F1R10013		
HEADER GUIDE:	AGYFUNDRECCODECFDA+SUFFIX_____	
<A> ADD <C> CHANGE <D> DELETE		
SELECT	REMITTANCE DATA ELEMENTS	SEQ NO.
A	830327 55101 93.5680001_____	001
A	830327 55101 93.5680002_____	002
A	830327 55101 93.5680003_____	003
A	830327 55101 93.5680004_____	004
—	_____	___
—	_____	___
—	_____	___
—	_____	___
—	_____	___
—	_____	___
ACTION: _ (P=POST, R=REFRESH, E=ESCAPE)		
F3=PRMT F4=MENU F5=MAIN		
F11=LIST		
I0095	TEMPLATE REMITTANCE DATA HAS BEEN POSTED.	

**STEP 11: ACTION**

Press F11 to return to the Build Remittance Account List screen.

```

SP327A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP327AO          BUILD TEMPLATE REMITTANCE DETAILS                    HH:MM:SS
08/02/2000 T                                           PG 1 OF 1
  TEMPLATE NAME: RBPR1          REQUESTOR ID: 0101234 SHORT NAME: GRAY U
  AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
  RECIPIENT ID: 0101111          SHORT NAME: GRAY U
  ACCOUNT ID: F1R10013
  HEADER GUIDE:          AGYFUNDRECCODECFDA+SUFFIX_____
<A> ADD  <C> CHANGE <D> DELETE
                SELECT  REMITTANCE DATA ELEMENTS          SEQ NO.
                A      830327 55101 93.5680001_____ 001
                A      830327 55101 93.5680002_____ 002
                A      830327 55101 93.5680003_____ 003
                A      830327 55101 93.5680004_____ 004
                -      _____
                -      _____
                -      _____
                -      _____
                -      _____
                -      _____
ACTION:  _ (P=POST, R=REFRESH, E=ESCAPE)
          F3=PRMT F4=MENU F5=MAIN
I0095    TEMPLATE REMITTANCE DATA HAS BEEN POSTED.
  
```

**STEP 11: RESULT**

The Build Remittance Account List screen appears. There should be an “R” in the REMIT EXIST column for the first two accounts on the list.

```

SP325B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP325BO          BUILD REMITTANCE ACCOUNT LIST                    HH:MM:SS
08/02/2000 T                                           PG 1 OF 1
  TEMPLATE NAME: RBPR1          REQUESTOR ID: 0101234 SHORT NAME: GRAY U

  SELECT <S> TO BUILD REMITTANCE DATA

                REMIT
SEL  ALC/RGN  SHORT NAME RECIPIENT SHORT NAME EXIST  ACCOUNT ID
-   11000001/  US MONEY1  0101111  GRAY U      R    F1R10012
-   11000001/  US MONEY1  0101111  GRAY U      R    F1R10013
-   11000001/  US MONEY1  0101111  GRAY U      F1R10014

  F3=PRMT F4=MENU F5=MAIN
  
```



Enter an <S> in the SEL field for the third account on the list and press Enter.

## STEP 12: RESULT

[illegible]

**STEP 13: ACTION**

Enter data to add a header guide and remittance codes for this account as shown below. Enter Action P to Post and press Enter.

```

SP327A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP327AO          BUILD TEMPLATE REMITTANCE DETAILS                    HH:MM:SS
08/02/2000 T                                           PG 1 OF 1
  TEMPLATE NAME: RBPR1          REQUESTOR ID: 0101234 SHORT NAME: GRAY U
  AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
  RECIPIENT ID: 0101111          SHORT NAME: GRAY U
  ACCOUNT ID: F1R10014
  HEADER GUIDE:          AGYFUNDRECCODECFDA+SUFFIX_____
<A> ADD  <C> CHANGE <D> DELETE
                SELECT      REMITTANCE DATA ELEMENTS          SEQ NO.
                A      830327 55101 93.5680001_____
                A      830327 55101 93.5680002_____
                A      830327 55101 93.5680003_____
                A      830327 55101 93.5680004_____
                -      _____
                -      _____
                -      _____
                -      _____
                -      _____
                -      _____
ACTION:  P (P=POST, R=REFRESH, E=ESCAPE)
                                           F8=PGDN

```

**STEP 13: RESULT**

The system posts the remittance codes for this account.

```

SP327A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP327AO          BUILD TEMPLATE REMITTANCE DETAILS                    HH:MM:SS
08/02/2000 T                                           PG 1 OF 1
  TEMPLATE NAME: RBPR1          REQUESTOR ID: 0101234 SHORT NAME: GRAY U
  AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
  RECIPIENT ID: 0101111          SHORT NAME: GRAY U
  ACCOUNT ID: F1R10014
  HEADER GUIDE:          AGYFUNDRECCODECFDA+SUFFIX_____
<A> ADD  <C> CHANGE <D> DELETE
                SELECT      REMITTANCE DATA ELEMENTS          SEQ NO.
                A      830327 55101 93.5680001_____ 001
                A      830327 55101 93.5680002_____ 002
                A      830327 55101 93.5680003_____ 003
                A      830327 55101 93.5680004_____ 004
                -      _____
                -      _____
                -      _____
                -      _____
                -      _____
                -      _____
ACTION:  _ (P=POST, R=REFRESH, E=ESCAPE)
          F3=PRMT F4=MENU F5=MAIN          F11=LIST
I0095    TEMPLATE REMITTANCE DATA HAS BEEN POSTED.

```

**STEP 14: ACTION**

Press F11 to return to the Build Remittance Account List screen.

```

SP327A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP327AO          BUILD TEMPLATE REMITTANCE DETAILS                    HH:MM:SS
08/02/2000 T                                           PG 1 OF 1
  TEMPLATE NAME: RBPR1          REQUESTOR ID: 0101234 SHORT NAME: GRAY U
  AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
  RECIPIENT ID: 0101111          SHORT NAME: GRAY U
  ACCOUNT ID: F1R10014
  HEADER GUIDE:          AGYFUNDRECCODECFDA+SUFFIX_____
<A> ADD  <C> CHANGE <D> DELETE
                SELECT    REMITTANCE DATA ELEMENTS          SEQ NO.
                A      830327 55101 93.5680001_____ 001
                A      830327 55101 93.5680002_____ 002
                A      830327 55101 93.5680003_____ 003
                A      830327 55101 93.5680004_____ 004
                -      _____
                -      _____
                -      _____
                -      _____
                -      _____
                -      _____
ACTION:  _ (P=POST, R=REFRESH, E=ESCAPE)
          F3=PRMT F4=MENU F5=MAIN                                F11=LIST
I0095    TEMPLATE REMITTANCE DATA HAS BEEN POSTED.
  
```

**STEP 14: RESULT**

The Build Remittance Account List screen appears. There should be an "R" in the REMIT EXIST column for all three accounts on the list.

```

SP325B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP325BO          BUILD REMITTANCE ACCOUNT LIST                    HH:MM:SS
08/02/2000 T                                           PG 1 OF 1

  TEMPLATE NAME: RBPR1          REQUESTOR ID: 0101234 SHORT NAME: GRAY U

SELECT <S> TO BUILD REMITTANCE DATA

                REMIT
SEL  ALC/RGN  SHORT NAME RECIPIENT SHORT NAME EXIST  ACCOUNT ID
-   11000001/  US MONEY1  0101111  GRAY U      R    F1R10012
-   11000001/  US MONEY1  0101111  GRAY U      R    F1R10013
-   11000001/  US MONEY1  0101111  GRAY U      R    F1R10014

          F3=PRMT F4=MENU F5=MAIN
  
```

**STEP 15: ACTION**

Press F4 to go to the Payment Request Processing menu.

SP325B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP325BO	BUILD REMITTANCE ACCOUNT LIST	HH:MM:SS
08/02/2000 T		PG 1 OF 1

TEMPLATE NAME: RBPR1      REQUESTOR ID: 0101234 SHORT NAME: GRAY U

SELECT <S> TO BUILD REMITTANCE DATA

SEL	ALC/RGN	SHORT NAME	RECIPIENT	SHORT NAME	REMIT EXIST	ACCOUNT ID
_	11000001/	US MONEY1	0101111	GRAY U	R	F1R10012
_	11000001/	US MONEY1	0101111	GRAY U	R	F1R10013
_	11000001/	US MONEY1	0101111	GRAY U	R	F1R10014

F3=PRMT F4=MENU F5=MAIN

**STEP 15: RESULT**

The Payment Request Processing menu appears.

SP020A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP020AO	PAYMENT REQUEST PROCESSING	HH:MM:SS
08/02/2000 T		

<1> TEMPLATE PAYMENT REQUEST PROMPT

<2> MASTER PAYMENT REQUEST PROMPT

<3> CREATE PAYMENT REQUESTOR TEMPLATE PROMPT

<4> BOOK ENTRY ADJUSTMENT PROMPT

<5> PAYMENT CANCELLATION PROMPT

<6> INTERSTATE AUTHORIZATION TRANSFER PROMPT

ENTER SELECTION NUMBER: \_\_\_\_

PRESS ENTER

F2=EXIT      F5=MAIN

## **SECTION 3.4.2**

### **REMITTANCE BASED PAYMENT REQUEST: TEMPLATE SUMMARY PAYMENT REQUEST**

#### **GUIDE TO EXAMPLES**

The following pages contain an example of how to use the template you created in the previous section to make payment requests.

**ACTION:**

On the Payment Request Processing Menu, type 1 for the Template Payment Request Prompt and press Enter.

SP020A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP020AO	PAYMENT REQUEST PROCESSING	HH:MM:SS
08/02/2000 T		
<p>&lt;1&gt; TEMPLATE PAYMENT REQUEST PROMPT</p> <p>&lt;2&gt; MASTER PAYMENT REQUEST PROMPT</p> <p>&lt;3&gt; CREATE PAYMENT REQUESTOR TEMPLATE PROMPT</p> <p>&lt;4&gt; BOOK ENTRY ADJUSTMENT PROMPT</p> <p>&lt;5&gt; PAYMENT CANCELLATION PROMPT</p> <p>&lt;6&gt; INTERSTATE AUTHORIZATION TRANSFER PROMPT</p>		
<p>ENTER SELECTION NUMBER: 1</p> <p>PRESS ENTER</p>		
F2=EXIT	F5=MAIN	

**RESULT:**

The Template Payment Request Prompt appears.

SP025B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP025BO	TEMPLATE PAYMENT REQUEST PROMPT	HH:MM:SS
08/02/2000 T		
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: _ (I=INDIVIDUAL OR S=SUMMARY)		2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: _ (A=ACH OR F=FEDWIRE)		4=4TH, OR
SETTLEMENT DATE: _ / _ / _ (MM/DD/CCYY)		BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: _____		
TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT		
TO A TEMPLATE NAME BELOW		
SEL	TEMPLATE	SEL
	NAME	NAME
—	FEDDRAW	—
	RBPR1	
F4=MENU F5=MAIN		

**EXAMPLE ONE**

- < One Federal Agency
- < One Recipient Organization
- < Multiple pages of accounts

**STEP 1: ACTION**

Fill in the prompt screen as shown below and press Enter. Use the template you created in the previous section.

```

SP025B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025BO          TEMPLATE PAYMENT REQUEST PROMPT                      HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234  SHORT NAME: GRAY U          BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S  (I=INDIVIDUAL OR S=SUMMARY)      2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A (A=ACH OR F=FEDWIRE)      4=4TH, OR
SETTLEMENT DATE: 08 / 03 / 2000 (MM/DD/CCYY)      BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: _____
TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                           TO A TEMPLATE NAME BELOW

      TEMPLATE          TEMPLATE          TEMPLATE
SEL    NAME            SEL    NAME            SEL    NAME
  _    FEDDRAW          S    RBPR1

F4=MENU F5=MAIN

```

**STEP 1: RESULT**

The following screen appears for the template specified on the prompt.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030FO          SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234  SHORT NAME: GRAY U          PAGE      1 OF      2
TEMPLATE NAME: RBPR1      REQ REF NUM:              TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION: 11000001/  SHORT NAME: US MONEY1
RECIPIENT ID: 0101111  SHORT NAME: GRAY U          TOT AMT REQ: _____
CASH ON HAND: _____          TOT AMT ENT: _____
ASAP SEQUENCE NUMBER:
  ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE  ITM #
F1R10012              _____          $500,000.00
  AGYFUNDRECCODECFDA+SUFFIX
  830327 55101 93.5680001 _____
  830327 55101 93.5680002 _____
  830327 55101 93.5680003 _____
  830327 55101 93.5680004 _____
F1R10013              _____          $500,000.00
  AGYFUNDRECCODECFDA+SUFFIX
  830327 55101 93.5680001 _____
ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
F8=PGDN

```



**STEP 2: ACTION**

Enter the TOTAL AMOUNT REQUESTED, which will be the amount of the summary payment.  
Enter the AMOUNT REQUESTED for the two accounts on this page as well as for the associated remittance codes. Press F8 to go to the second page of information.

SP030F	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP030FO	SUMMARY PAYMENT REQUEST TEMPLATE ENTRY		HH:MM:SS
08/02/2000 T			
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	PAGE 1 OF 2	
TEMPLATE NAME: RBPR1	REQ REF NUM:	TYPE OF PAYMENT: S	
SETTLEMENT DATE: 08/03/2000			
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1		
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: 12000	
CASH ON HAND:		TOT AMT ENT:	
ASAP SEQUENCE NUMBER:			
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE	ITM #
F1R10012	4000	\$500,000.00	
AGYFUNDRECCODECFDA+SUFFIX			
830327 55101 93.5680001	1000		
830327 55101 93.5680002	1000		
830327 55101 93.5680003	1000		
830327 55101 93.5680004	1000		
F1R10013	4000	\$500,000.00	
AGYFUNDRECCODECFDA+SUFFIX			
830327 55101 93.5680001	1000		
ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)			
F8=PGDN			

**STEP 2: RESULT**

The second page of information appears.

SP030F	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP030FO	SUMMARY PAYMENT REQUEST TEMPLATE ENTRY		HH:MM:SS
08/02/2000 T			
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	PAGE 2 OF 2	
TEMPLATE NAME: RBPR1	REQ REF NUM:	TYPE OF PAYMENT: S	
SETTLEMENT DATE: 08/03/2000			
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1		
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: \$12,000.00	
CASH ON HAND:		TOT AMT ENT: \$8,000.00	
ASAP SEQUENCE NUMBER:			
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE	ITM #
830327 55101 93.5680002			
830327 55101 93.5680003			
830327 55101 93.5680004			
F1R10014		\$500,000.00	
AGYFUNDRECCODECFDA+SUFFIX			
830327 55101 93.5680001			
830327 55101 93.5680002			
830327 55101 93.5680003			
830327 55101 93.5680004			
ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)			
F7=PGUP			
I0034 DATA ON PREVIOUS SUMMARY SCREEN SAVED.			

**STEP 3: ACTION**

Enter the amount requested for the remaining accounts on this page and enter P to post.

SP030F	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP030FO	SUMMARY PAYMENT REQUEST TEMPLATE ENTRY		HH:MM:SS
08/02/2000 T			
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	PAGE	2 OF 2
TEMPLATE NAME: RBPR1	REQ REF NUM:	TYPE OF PAYMENT: S	
SETTLEMENT DATE: 08/03/2000			
AGENCY LOCATION CODE/REGION: 11000001/		SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ:	\$12,000.00
CASH ON HAND:		TOT AMT ENT:	\$8,000.00
ASAP SEQUENCE NUMBER:			
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE	ITM #
830327 55101 93.5680002	1000		
830327 55101 93.5680003	1000		
830327 55101 93.5680004	1000		
F1R10014	4000	\$500,000.00	
AGYFUNDRECCODECFDA+SUFFIX			
830327 55101 93.5680001	1000		
830327 55101 93.5680002	1000		
830327 55101 93.5680003	1000		
830327 55101 93.5680004	1000		
ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)			
F7=PGUP			
I0034 DATA ON PREVIOUS SUMMARY SCREEN SAVED.			

**STEP 3: RESULT**

The system posts the request.

SP030F	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP030FO	SUMMARY PAYMENT REQUEST TEMPLATE ENTRY		HH:MM:SS
08/02/2000 T			
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	PAGE	1 OF 2
TEMPLATE NAME: RBPR1	REQ REF NUM:	TYPE OF PAYMENT: S	
SETTLEMENT DATE: 08/03/2000			
AGENCY LOCATION CODE/REGION: 11000001/		SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ:	\$12,000.00
CASH ON HAND:		TOT AMT ENT:	\$12,000.00
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM2E7V 000001 1035230			
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE	ITM #
F1R10012	\$4,000.00	\$496,000.00	01
AGYFUNDRECCODECFDA+SUFFIX			
830327 55101 93.5680001	\$1,000.00		
830327 55101 93.5680002	\$1,000.00		
830327 55101 93.5680003	\$1,000.00		
830327 55101 93.5680004	\$1,000.00		
F1R10013	\$4,000.00	\$496,000.00	02
AGYFUNDRECCODECFDA+SUFFIX			
830327 55101 93.5680001	\$1,000.00		
ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)			
F3=PRMT F4=MENU F5=MAIN F8=PGDN			
I0043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.			

**STEP 4: ACTION**

Press F4 to go to the Payment Request Processing Menu.

SP030F	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP030FO	SUMMARY PAYMENT REQUEST TEMPLATE ENTRY	HH:MM:SS
08/02/2000 T		
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	PAGE 1 OF 2
TEMPLATE NAME: RBPR1	REQ REF NUM:	TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000		
AGENCY LOCATION CODE/REGION: 11000001/ SHORT NAME: US MONEY1		
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ: \$12,000.00
CASH ON HAND:		TOT AMT ENT: \$12,000.00
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM2E7V 000001 1035230		
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE ITM #
F1R10012	\$4,000.00	\$496,000.00 01
AGYFUNDRECCODECFDA+SUFFIX		
830327 55101 93.5680001	\$1,000.00	
830327 55101 93.5680002	\$1,000.00	
830327 55101 93.5680003	\$1,000.00	
830327 55101 93.5680004	\$1,000.00	
F1R10013	\$4,000.00	\$496,000.00 02
AGYFUNDRECCODECFDA+SUFFIX		
830327 55101 93.5680001	\$1,000.00	
ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)		
F3=PRMT F4=MENU F5=MAIN F8=PGDN		
I0043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.		

**STEP 4: RESULT**

The Payment Request Processing Menu is displayed.

SP020A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP020AO	PAYMENT REQUEST PROCESSING	HH:MM:SS
08/02/2000 T		
<1> TEMPLATE PAYMENT REQUEST PROMPT		
<2> MASTER PAYMENT REQUEST PROMPT		
<3> CREATE PAYMENT REQUESTOR TEMPLATE PROMPT		
<4> BOOK ENTRY ADJUSTMENT PROMPT		
<5> PAYMENT CANCELLATION PROMPT		
<6> INTERSTATE AUTHORIZATION TRANSFER PROMPT		
ENTER SELECTION NUMBER: 1		
PRESS ENTER		
F2=EXIT F5=MAIN		

## SECTION 3.3

### PAYMENT CANCELLATION

#### PURPOSE

In this section you will learn how to use the Payment Cancellation feature to cancel approved ACH payments that have not yet been sent to the ACH system.

#### OVERVIEW

Since users have the ability to warehouse ACH payments up to 32 calendar days into the future, it is necessary to be able to view these warehoused payments and cancel them if necessary. Through an option that is located on the Payment Request Processing Menu, users may cancel pending ASAP ACH payments. A pending payment is defined as either a next-day ACH payment that has been approved but not yet sent to the ACH system; an approved, future-dated (warehoused) ACH payment which also has not yet been sent to the ACH system; or a payment request that is pending Agency Review.

Once you have selected the Payment Cancellation option from the Payment Request Processing Menu, you will be presented with a list of payments that are eligible for cancellation. Only payments that appear on this screen are subject to cancellation. You may select a particular payment from the summary list and will be required to view the detail of the payment prior to canceling it. If you choose to cancel a payment, the available balance(s) for the affected account(s) will be automatically updated. You have immediate access to these funds.

#### NOTE:

- < Federal Agencies may also have a need to cancel pending ACH payments. All parties should be aware of conditions that lead to the need for a Federal Agency to cancel a payment. ASAP has requested Federal Agencies to notify the Recipient Organization/Payment Requestor if there is a need to cancel a payment.
- < There are limitations on the types of ACH payments that Federal Agencies may cancel. In the event that a summary payment includes items that cross multiple ALC's, the Federal Agency will need to contact the payment requestor and ask them to cancel the payment in question.

**ACTION:**

On the Payment Request Processing menu, select option 5 and press Enter.

SP020A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP020AO	PAYMENT REQUEST PROCESSING	HH:MM:SS
08/02/2000 T		

  

<1>	TEMPLATE PAYMENT REQUEST PROMPT
<2>	MASTER PAYMENT REQUEST PROMPT
<3>	CREATE PAYMENT REQUESTOR TEMPLATE PROMPT
<4>	BOOK ENTRY ADJUSTMENT PROMPT
<5>	PAYMENT CANCELLATION PROMPT
<6>	INTERSTATE AUTHORIZATION TRANSFER PROMPT

  

ENTER SELECTION NUMBER: 5	
PRESS ENTER	

  

F2=EXIT	F5=MAIN
---------	---------

**RESULT:**

The Payment Cancellation Prompt screen appears.

SP055A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP055AO	PAYMENT CANCELLATION PROMPT	HH:MM:SS
08/02/2000 T		

  

ENTER:

REQUESTOR ID: 0101234	SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: _____/____	SHORT NAME:
RECIPIENT ID: _____	SHORT NAME:
ACCOUNT ID: _____	
REQUESTOR REFERENCE NUMBER: _____	
REQUEST DATE (MM/DD/CCYY)	FROM: ____/____/____ TO: ____/____/____

  

F4=MENU F5=MAIN

### **SECTION 3.3.1**

#### **PAYMENT CANCELLATION:**

#### **GUIDE TO EXAMPLE**

The following pages contain an example of how to use the Payment Cancellation feature to delete a pending ACH payment.

Please note that only pending ACH payment requests and payment requests pending Agency Review are eligible for cancellation and they must appear on the Payment Cancellation List.

**EXAMPLE**

Using the **Payment Cancellation** feature, we will cancel a Warehoused ACH payment.

- < One Federal Agency
- < One Recipient Organization
- < Cancel a Warehoused (ACH) payment

**STEP 1: ACTION**

Fill in the prompt screen using the Agency Location Code for the Federal Agency payment that needs to be canceled and enter a date range for when the Warehoused payment was requested. (NOTE: This is the date the request was made and NOT the future settlement date.) Press Enter.

```

SP055A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP055AO          PAYMENT CANCELLATION PROMPT                        HH:MM:SS
08/02/2000 T

ENTER:

REQUESTOR ID: 0101234          SHORT NAME: GRAY U

AGENCY LOCATION CODE/REGION: 11000001/___ SHORT NAME:
RECIPIENT ID: 0101111          SHORT NAME:
ACCOUNT ID: _____

REQUESTOR REFERENCE NUMBER: _____

REQUEST DATE (MM/DD/CCYY) FROM: 07/31/2000 TO: 08/02/2000

F4=MENU F5=MAIN

```

**STEP 1: RESULT**

The following screen appears with all the pending payments (warehoused payment requests and requests pending Agency Review) for the Federal Agency- Recipient Organization combination specified on the prompt.

```

SP056A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP056AO          PAYMENT CANCELLATION LIST                        HH:MM:SS
08/02/2000 T

                                PAGE 1 OF 1

REQUESTOR ID: 0101234          SHORT NAME: GRAY U          REQ REF NUM:
ALC/REGION:11000001/          SHORT NAME: US MONEY1
RECIPIENT ID:0101111          SHORT NAME: GRAY U
ACCOUNT ID:                      REQ DATES FROM: 07/31/2000 TO: 08/02/2000

SEL  ALC/REGION  RO ID  REQ DATE  SETTLE DATE  TOTAL AMOUNT  ITEMS
--  --
_    11000001/   0101111  08/02/2000  08/23/2000    $10,000.00    2
_    11000001/   0101111  08/02/2000  08/03/2000    $325,000.00    2

F3=PRMT F4=MENU F5=MAIN          F9=ALC F10=RO  F11=ACCT

```



**STEP 2: ACTION**

Enter S under the SEL field to view the payment detail information. NOTE: You may see a list that includes payments other than the warehoused payment. At a minimum, you will see the warehoused payment request on this list. Select this payment and continue.

```

SP056A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP056AO          PAYMENT CANCELLATION LIST                          HH:MM:SS
08/02/2000 T

                                     PAGE    1  OF    1
REQUESTOR ID: 0101234      SHORT NAME: GRAY U      REQ REF NUM:
ALC/REGION:11000001/      SHORT NAME: US MONEY1
RECIPIENT ID:0101111      SHORT NAME: GRAY U
ACCOUNT ID:                REQ DATES FROM: 07/31/2000  TO: 08/02/2000

SEL   ALC/REGION   RO ID   REQ DATE   SETTLE DATE   TOTAL AMOUNT   ITEMS
S     11000001/    0101111  08/02/2000  08/23/2000    $10,000.00     2
_     11000001/    0101111  08/02/2000  08/03/2000    $325,000.00     2

F3=PRMT F4=MENU F5=MAIN          F9=ALC F10=RO  F11=ACCT

```

**STEP 2: RESULT**

The payment detail appears.

```

SP057A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP057AO          PAYMENT CANCELLATION DETAIL                      HH:MM:SS
08/02/2000 T

                                     PAGE    1  OF    1
REQUEST DATE:  08/02/2000      REQUESTOR REF NUM: MS2
REQUEST TIME:  10:44:00        NUMBER ITEMS:    2
SETTLEMENT DATE: 08/23/2000    REQUESTOR ID: 0101234  SHORT NAME: GRAY U
TOTAL REQUESTED:                $10,000.00  PAYMENT STATUS:  WAREHOUSED
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP12OV 00003 1044001
ALC/REGION   RO ID   ASAP ACCOUNT   AMT REQUESTED   AVAILABLE BALANCE
SHORT NAME   SHORT NAME
11000001/    0101111  F1R10001      $5,000.00      $399,000.00
US MONEY1    GRAY U
11000001/    0101111  F1R10002      $5,000.00      $392,250.00
US MONEY1    GRAY U

ACTION: _ (C=CANCEL PAYMENT, E=ESCAPE)

```

**STEP 3: ACTION**

Once the payment detail information has been reviewed, the payment requestor has the option to cancel the payment or escape from the Payment Cancellation function. If cancellation is chosen, enter C in the Action field. If escape is chosen, enter E in the Action field.

SP057A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP057AO	PAYMENT CANCELLATION DETAIL		HH:MM:SS
08/02/2000 T			
		PAGE 1 OF 1	
REQUEST DATE:	08/02/2000	REQUESTOR REF NUM:	MS2
REQUEST TIME:	10:44:00	NUMBER ITEMS:	2
SETTLEMENT DATE:	08/23/2000	REQUESTOR ID:	0101234
		SHORT NAME:	GRAY U
TOTAL REQUESTED:	\$10,000.00	PAYMENT STATUS:	WAREHOUSED
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP12OV 00003 1044001			
ALC/REGION	RO ID	ASAP ACCOUNT	AMT REQUESTED
SHORT NAME	SHORT NAME		AVAILABLE BALANCE
11000001/	0101111	F1R10001	\$5,000.00
US MONEY1	GRAY U		\$399,000.00
11000001/	0101111	F1R10002	\$5,000.00
US MONEY1	GRAY U		\$392,250.00
ACTION: <input checked="" type="checkbox"/> (C=CANCEL PAYMENT, E=ESCAPE)			

**STEP 3: RESULT**

A message appears asking you to confirm your cancellation of the payment request.

SP057A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP057AO	PAYMENT CANCELLATION DETAIL		HH:MM:SS
08/02/2000 T			
		PAGE 1 OF 1	
REQUEST DATE:	08/02/2000	REQUESTOR REF NUM:	MS2
REQUEST TIME:	10:44:00	NUMBER ITEMS:	2
SETTLEMENT DATE:	08/23/2000	REQUESTOR ID:	0101234
		SHORT NAME:	GRAY U
TOTAL REQUESTED:	\$10,000.00	PAYMENT STATUS:	WAREHOUSED
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP12OV 00003 1044001			
ALC/REGION	RO ID	ASAP ACCOUNT	AMT REQUESTED
SHORT NAME	SHORT NAME		AVAILABLE BALANCE
11000001/	0101111	F1R10001	\$5,000.00
US MONEY1	GRAY U		\$399,000.00
11000001/	0101111	F1R10002	\$5,000.00
US MONEY1	GRAY U		\$392,250.00
<b>PAYMENT WILL BE CANCELLED - ARE YOU SURE? (Y/N)</b>			
ACTION: <input type="checkbox"/> (C=CANCEL PAYMENT, E=ESCAPE)			

**STEP 4: ACTION**

To confirm that you wish to cancel the payment request, respond to the message by typing Y for yes and pressing Enter.

SP057A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP057AO	PAYMENT CANCELLATION DETAIL	HH:MM:SS
08/02/2000 T		
		PAGE 1 OF 1
REQUEST DATE: 08/02/2000	REQUESTOR REF NUM: MS2	
REQUEST TIME: 10:44:00	NUMBER ITEMS: 2	
SETTLEMENT DATE: 08/23/2000	REQUESTOR ID: 0101234	SHORT NAME: GRAY U
TOTAL REQUESTED: \$10,000.00	PAYMENT STATUS: WAREHOUSED	
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP12OV 00003 1044001		
ALC/REGION RO ID	ASAP ACCOUNT	AMT REQUESTED AVAILABLE BALANCE
SHORT NAME SHORT NAME		
11000001/ 0101111	F1R10001	\$5,000.00 \$399,000.00
US MONEY1 GRAY U		
11000001/ 0101111	F1R10002	\$5,000.00 \$392,250.00
US MONEY1 GRAY U		
PAYMENT WILL BE CANCELLED - ARE YOU SURE? (Y/N) <b>Y</b>		
ACTION: _ (C=CANCEL PAYMENT, E=ESCAPE)		

**STEP 4: RESULT**

Please note that amounts associated with cancelled payments update the available balance of the appropriate ASAP accounts and are immediately available.

SP057A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP057AO	PAYMENT CANCELLATION DETAIL	HH:MM:SS
08/02/2000 T		
<b>*** SCREEN POSTED ***</b>		PAGE 1 OF 1
REQUEST DATE: 08/02/2000	REQUESTOR REF NUM: MS2	
REQUEST TIME: 10:44:00	NUMBER ITEMS: 2	
SETTLEMENT DATE: 08/23/2000	REQUESTOR ID: 0101234	SHORT NAME: GRAY U
TOTAL REQUESTED: \$10,000.00	PAYMENT STATUS: <b>CANCELLED</b>	
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP12OV 00003 1044001		
ALC/REGION RO ID	ASAP ACCOUNT	AMT REQUESTED AVAILABLE BALANCE
SHORT NAME SHORT NAME		
11000001/ 0101111	F1R10001	\$5,000.00 <b>\$404,000.00</b>
US MONEY1 GRAY U		
11000001/ 0101111	F1R10002	\$5,000.00 <b>\$397,250.00</b>
US MONEY1 GRAY U		
ACTION: _ (E=ESCAPE)		
F3=PRMT F4=MENU F5=MAIN		F11=LIST
<b>I0079 PAYMENT(S) CANCELLED AND ACCOUNT BALANCE(S) UPDATED.</b>		

**STEP 5: ACTION**

Once the selected payment has been cancelled, press F5 = MAIN to return to the Main Menu.

```
SP057A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP057AO          PAYMENT CANCELLATION DETAIL                          HH:MM:SS
08/02/2000 T
*** SCREEN POSTED ***
REQUEST DATE: 08/02/2000      REQUESTOR REF NUM: MS2
REQUEST TIME: 10:44:00      NUMBER ITEMS: 2
SETTLEMENT DATE: 08/23/2000  REQUESTOR ID: 0101234  SHORT NAME: GRAY U
TOTAL REQUESTED: $10,000.00  PAYMENT STATUS: CANCELLED
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP12OV 00003 1044001
ALC/REGION  RO ID  ASAP ACCOUNT  AMT REQUESTED  AVAILABLE BALANCE
SHORT NAME  SHORT NAME
11000001/  0101111  F1R10001      $5,000.00      $404,000.00
US MONEY1  GRAY U
11000001/  0101111  F1R10002      $5,000.00      $397,250.00
US MONEY1  GRAY U

ACTION: _ (E=ESCAPE)
          F3=PRMT F4=MENU F5=MAIN          F11=LIST
I0079  PAYMENT(S) CANCELLED AND ACCOUNT BALANCE(S) UPDATED.
```

**STEP 5: RESULT**

The Main Menu appears.

```
SP010A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP010AO          MAIN MENU                                          HH:MM:SS
08/02/2000 T

<1>  PAYMENT REQUEST PROCESSING
<2>  INQUIRY MENU
<3>  FEDERAL AGENCY FUNCTIONS MENU
<4>  RFC FUNCTIONS MENU
<5>  FRB SUPPORT PROCESSING
<6>  REPORT REQUEST MENU
<7>  NOTIFICATIONS

          ASAP ID
ORGANIZATION ACCESS CODE:          ENTER SELECTION NUMBER: ____
                                     PRESS ENTER

F2=EXIT
```

# **CHAPTER 4:**

  

# **MAKING ADJUSTMENTS**

## PURPOSE

In this chapter, you will learn how to make cash adjustments using either the **Summary Payment with Negative Draw Adjustment** or the **Book Entry Adjustment** features.

**PLEASE NOTE** that another adjustment option is available to you. If the amount of your adjustment exceeds what you can offset in a Summary Payment with Negative Draw, or if your organization's policies or procedures preclude you from making Negative Draws, returning funds is another alternative. However, this is NOT an adjustment that you can initiate through the ASAP system. You must have your financial institution return funds to the ASAP system. Funds may be returned via FEDWIRE or ACH.

Instructions and formats for returning funds to ASAP may be found in the Payment Formats Package. It is located on the ASAP Web site at <http://www.fms.treas.gov/asap/pay-intro.html> or contact your servicing RFC for a hard copy.

## REASONS FOR ADJUSTMENTS

Adjustments typically occur following the collection of funds, the reconciliation of outlays, the drawing of funds from the wrong account by a Payment Requestor, or any other condition that results in excess cash on hand at the recipient level.

## GETTING STARTED

Both the Summary Payment with Negative Draw Adjustment and the Book Entry Adjustment features are accessible through the Payment Request Processing menu. See the Example on the following page.

**ACTION:**

On the Main Menu, type 1 for Payment Request Processing and press Enter.

SP010A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP010A0	MAIN MENU	HH:MM:SS
08/02/2000 T		
<1> PAYMENT REQUEST PROCESSING		
<2> INQUIRY MENU		
<3> FEDERAL AGENCY FUNCTIONS MENU		
<4> RFC FUNCTIONS MENU		
<5> FRB SUPPORT PROCESSING		
<6> REPORT REQUEST MENU		
<7> NOTIFICATIONS		
ASAP ID		
ORGANIZATION ACCESS CODE	ENTER SELECTION NUMBER: 1	
	PRESS ENTER	
F2=EXIT		

**RESULT:**

The Payment Request Processing menu appears.

SP020A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP020A0	PAYMENT REQUEST PROCESSING	HH:MM:SS
08/02/2000 T		
<1> TEMPLATE PAYMENT REQUEST PROMPT		
<2> MASTER PAYMENT REQUEST PROMPT		
<3> CREATE PAYMENT REQUESTOR TEMPLATE PROMPT		
<4> BOOK ENTRY ADJUSTMENT PROMPT		
<5> PAYMENT CANCELLATION PROMPT		
<6> INTERSTATE AUTHORIZATION TRANSFER PROMPT		
ENTER SELECTION NUMBER: _		
PRESS ENTER		
F2=EXIT	F5=MAIN	

## SECTION 4.1

### Summary Payment with Negative Draw Adjustment

A Summary Payment with a Negative Draw Adjustment is a request for funds which includes a negative draw from one or more accounts and for which the net total of the draw is greater than zero. **The net amount of the adjustment MUST BE greater than zero - it cannot be zero, and it cannot be negative. A negative Draw ALWAYS RESULTS in a payment going to the payment requestor's bank account.** Typically, Negative Draws are used to offset payments for receivable amounts due a Federal Agency. However, Negative Draws may also be used to adjust, return, and redistribute excess cash on hand at the same time as making a funding request.

The Negative Draw feature allows the user to enter negative amounts for one or more accounts on the summary payment request as long as the total amount of the request is positive. However, users cannot increase the available balance of an account to an amount greater than the cumulative authorized amount. Each of the request processes in ASAP (**Master** and **Template**) allows for a Negative Draw when requesting a **summary payment**.

The following Example illustrates how to perform a basic Summary Payment with Negative Draw Adjustment.



**EXAMPLE**

Using the template created in Chapter 3, we will make a request for funds with a negative draw.

- < One Recipient Organization
- < One Federal Agency
- < One screen of accounts

**STEP 1: ACTION**

After selecting menu option 1 from the Payment Request Processing menu, the Template Payment Request prompt screen appears. Fill in the prompt screen as shown below and press Enter. Select the template that you created in Chapter 3.

```

SP025B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025BO          TEMPLATE PAYMENT REQUEST PROMPT                      HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234      SHORT NAME: GRAY U      BANK ACCT: 1 (1=1ST, OR ENTER
TYPE OF PAYMENT: S (I=INDIVIDUAL, S=SUMMARY)        2=2ND, 3=3RD,
PAYMENT DELIVERY METHOD: A (A=ACH OR F=FEDWIRE)      4=4TH, OR
SETTLEMENT DATE: 08/03/2000 (MM/DD/CCYY)           BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: TRAINING
TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                           TO A TEMPLATE NAME BELOW

      TEMPLATE      TEMPLATE      TEMPLATE
SEL   NAME          SEL   NAME          SEL   NAME
S     FEDDRAW       -     RBPR1

F4=MENU F5=MAIN
  
```

**STEP 1: RESULT**

The following screen appears with all accounts on the template.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030FO          SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234      SHORT NAME: GRAY U      PAGE      1 OF      1
TEMPLATE NAME: FEDDRAW      REQ REF NUM: TRAINING      TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION:11000001/ SHORT NAME:US MONEY1
RECIPIENT ID: 0101111      SHORT NAME: GRAY U      TOT AMT REQ:_____
CASH ON HAND: _____      TOT AMT ENT:_____
ASAP SEQUENCE NUMBER:
      ACCOUNT ID      AMOUNT REQUESTED      AVAILABLE BALANCE      ITM
F1R10002      _____      $397,250.00
F1R10004      _____      $435,000.00
      F1R104D      _____
      F1R104E      _____
F1R10008      _____      $495,250.00
F1R10009      _____      $499,000.00

ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
  
```

**STEP 2: ACTION**

Enter the total amount requested, in the TOT AMT REQ field, which is the net total of the summary payment (positive draws minus negative draws). Enter the AMOUNT REQUESTED from each desired account. Enter a minus (-) sign in front of the negative draw amount. Type a V in the ACTION field and press Enter to validate the page.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030FO          SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SHORT NAME: GRAY U          PAGE      1 OF      1
TEMPLATE NAME: FEDDRAW          REQ REF NUM: TRAINING          TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME:US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT AMT REQ: 3000
CASH ON HAND: _____          TOT AMT ENT:
ASAP SEQUENCE NUMBER:
      ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM
F1R10002          _____          $397,250.00
F1R10004          _____          $435,000.00
      F1R104D          _____
      F1R104E          _____
F1R10008          -3000          $495,250.00
F1R10009          6000          $499,000.00

ACTION: V (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

```

**STEP 2: RESULT**

The system validates your entries and formats all dollar amounts. Note: The pre-request available balances have not changed.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030FO          SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SHORT NAME: GRAY U          PAGE      1 OF      1
TEMPLATE NAME: FEDDRAW          REQ REF NUM: TRAINING          TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION:11000001/          SHORT NAME:US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT AMT REQ:$3,000.00
CASH ON HAND: _____          TOT AMT ENT:$3,000.00
ASAP SEQUENCE NUMBER:
      ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM
F1R10002          _____          $397,250.00
F1R10004          _____          $435,000.00
      F1R104D          _____
      F1R104E          _____
F1R10008          $3,000.00-          $495,250.00
F1R10009          $6,000.00          $499,000.00

ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

I0035 CURRENT SCREEN SUCCESSFULLY VALIDATED. NO ERRORS FOUND.

```

**STEP 3: ACTION**

Type a P in the ACTION field and press Enter to post your request.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030FO          SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SHORT NAME: GRAY U          PAGE      1 OF      1
TEMPLATE NAME: FEDDRAW          REQ REF NUM: TRAINING          TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION:11000001/  SHORT NAME:US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT AMT REQ:$3,000.00
CASH ON HAND: _____          TOT AMT ENT:$3,000.00
ASAP SEQUENCE NUMBER:

ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM
F1R10002                                $397,250.00
F1R10004                                $435,000.00
F1R104D
F1R104E
F1R10008          $3,000.00-          $495,250.00
F1R10009          $6,000.00          $499,000.00

ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

I0035  CURRENT SCREEN SUCCESSFULLY VALIDATED.  NO ERRORS FOUND.

```

**STEP 3: RESULT**

The system re-edits and posts your entries. The screen displays the updated available balances which now reflect the draws. The system also assigns an ASAP SEQUENCE NUMBER to the summary payment and ITEM NUMBERS to each component request. **Note:** The available balance for account F1R10008 increases because of the posted negative draw.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030FO          SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SUMMARY POSTED          PAGE      1 OF      1
TEMPLATE NAME: FEDDRAW          REQ REF NUM: TRAINING          TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION:11000001/  SHORT NAME:US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT AMT REQ:$3,000.00
CASH ON HAND: _____          TOT AMT ENT:$3,000.00
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM2D5V 000001 0900363

ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM
F1R10002                                $397,250.00
F1R10004                                $435,000.00
F1R104D
F1R104E
F1R10008          $3,000.00-          $498,250.00          01
F1R10009          $6,000.00          $493,000.00          02

ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
F3=PRMT F4=MENU F5=MAIN
I0043  SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.

```

**STEP 4: ACTION**

Press F4=Menu to return to the Payment Request Processing Menu.

SP030F	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP030FO	SUMMARY PAYMENT REQUEST TEMPLATE ENTRY		HH:MM:SS
08/02/2000 T			
REQUESTOR ID: 0101234	SUMMARY POSTED	PAGE	1 OF 1
TEMPLATE NAME: FEDDRAW	REQ REF NUM: TRAINING	TYPE OF PAYMENT: S	
SETTLEMENT DATE: 08/03/2000			
AGENCY LOCATION CODE/REGION: 11000001/ SHORT NAME:US MONEY1			
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ:\$3,000.00	
CASH ON HAND:		TOT AMT ENT:\$3,000.00	
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM2D5V 000001 0900363			
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE	ITM
F1R10002		\$397,250.00	
F1R10004		\$435,000.00	
F1R104D			
F1R104E			
F1R10008	\$3,000.00-	\$498,250.00	01
F1R10009	\$6,000.00	\$493,000.00	02
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)			
F3=PRMT F4=MENUE F5=MAIN			
I0043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.			

**STEP 4: RESULT**

The Payment Request Processing Menu appears.

SP020A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP020AO	PAYMENT REQUEST PROCESSING		HH:MM:SS
08/02/2000 T			
<1> TEMPLATE PAYMENT REQUEST PROMPT			
<2> MASTER PAYMENT REQUEST PROMPT			
<3> CREATE PAYMENT REQUESTOR TEMPLATE PROMPT			
<4> BOOK ENTRY ADJUSTMENT PROMPT			
<5> PAYMENT CANCELLATION PROMPT			
<6> INTERSTATE AUTHORIZATION TRANSFER PROMPT			
ENTER SELECTION NUMBER: _			
PRESS ENTER			
F2=EXIT F5=MAIN			

## SECTION 4.2

### BOOK ENTRY ADJUSTMENTS

The Book Entry Adjustment feature allows Payment Requestors to adjust cash on hand balances between ASAP Accounts that share the same Agency Location Code/Region **without making a funding request**. It works like a journal entry in a general ledger, using increases and decreases to individual accounts to reflect adjustments. Characteristically, Book Entry Adjustments are made to adjust account balances, adjust excess cash on hand, or to correct a draw made from a wrong account.

Book Entry Adjustments may be entered for any accounts associated with a single Agency Location Code/Region. Procedurally, however, you must follow guidelines from the granting Federal Agency when making Book Entry Adjustments between ASAP accounts.

**Book Entry Adjustments NEVER result in a payment going to the payment requestor's bank account, and all decreases must equal increases (the net effect of a book entry's adjustment is always zero).**

In addition, the Book Entry feature precludes users from increasing the available balance of an ASAP Account to an amount greater than the cumulative authorized amount for that account.

### SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in this feature:

- < **Adjustment Reference Number** - an optional identifier from 1 to 15 characters which may be assigned to the book entry adjustment.
- < **Adjustment Reason** - an optional description of the adjustment entered by the user of up to 3 lines of 50 characters each.
- < **ASAP Sequence Number** - an identifier assigned by the ASAP system when a book entry adjustment is posted. It consists of the following:

**Date** - the date the transaction was posted.

**Terminal ID** - the ASAP terminal (PC connection or user ID) from which the adjustment was made.

**Sequence #** - a sequential number used to identify the session during which the adjustment was made on a given terminal and date.

- <     **Decrease Avail Bal By Amount** - the amount of money moved **out** of an ASAP Account.
- <     **Increase Avail Bal By Amount** - the amount of money moved **into** an ASAP Account.
- <     **Tot Decr** - The system calculated sum of all decreases in an adjustment transaction.
- <     **Tot Incr** - The system calculated sum of all increases in an adjustment transaction.
- <     **ITM** - sequential numbers assigned by the system to each item within an adjustment when the adjustment is posted.

The following Example illustrates how to use the Book Entry Adjustment feature in ASAP.  
To get to the starting point for the Example, follow the steps below:

**ACTION:**

Select item 4 from the Payment Request Processing Menu and press Enter.

SP020A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP020AO	PAYMENT REQUEST PROCESSING	HH:MM:SS
08/02/2000 T		
 <1> TEMPLATE PAYMENT REQUEST PROMPT		
<2> MASTER PAYMENT REQUEST PROMPT		
<3> CREATE PAYMENT REQUESTOR TEMPLATE PROMPT		
<4> BOOK ENTRY ADJUSTMENT PROMPT		
<5> PAYMENT CANCELLATION PROMPT		
<6> INTERSTATE AUTHORIZATION TRANSFER PROMPT		
ENTER SELECTION NUMBER: 4		
PRESS ENTER		
F2=EXIT	F5=MAIN	

**RESULT:**

The Book Entry Adjustment Prompt screen appears.

SP047A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP047AO	BOOK ENTRY ADJUSTMENT PROMPT	HH:MM:SS
08/02/2000 T		
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
ADJUSTMENT REFERENCE NUMBER: _____		
AGENCY LOCATION CODE/REGION: _____/___ SHORT NAME:		
RECIPIENT ID: _____ SHORT NAME:		
ADJUSTMENT REASON: _____		
_____		
_____		
F4=MENU F5=MAIN		



**EXAMPLE ONE**

Using the Book Entry Adjustment feature, users will be able to adjust the available balances for multiple accounts.

- < One Recipient
- < One Federal Agency
- < Multiple Accounts

**STEP 1: ACTION**

Fill in the prompt screen as shown below and press Enter.

```

SP047A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP047A0          BOOK ENTRY ADJUSTMENT PROMPT                      HH:MM:SS
08/02/2000 T

REQUESTOR ID: 0101234          SHORT NAME: GRAY U

ADJUSTMENT REFERENCE NUMBER: _____

AGENCY LOCATION CODE/REGION: 11000001/___  SHORT NAME:

RECIPIENT ID: 0101111          SHORT NAME:

ADJUSTMENT REASON:  Drew from wrong account _____
                    _____
                    _____

F4=MENU F5=MAIN

```

**STEP 1: RESULT**

The following screen appears with the Account IDs and available balances for the Federal Agency - Recipient Organization combination specified on the prompt..

```

SP048A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP048A0          BOOK ENTRY ADJUSTMENT PROCESSING                  HH:MM:SS
08/02/2000 T

REQUESTOR ID: 0101234          SHORT NAME: GRAY U          PAGE 1 OF 4
ADJUSTMENT REFERENCE NUM:
AGENCY LOCATION CODE/REGION:11000001/  SHORT NAME:US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT DECR:  $0.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT_____
                    _____
                    _____

ASAP SEQUENCE NUMBER:

ACCOUNT ID      DECREASE AVAIL      INCREASE AVAIL      AVAILABLE BALANCE      ITM
BAL. BY AMOUNT  BAL. BY AMOUNT
F1R10001        _____          _____          $404,000.00
F1R10002        _____          _____          $397,250.00
F1R10003        _____          _____          $495,000.00
F1R103A         _____          _____
F1R103B         _____          _____
F1R103C         _____          _____

ACTION:  __ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                    F8=PGDN          F10=RO

```

**STEP 2: ACTION**

From the desired account, enter an amount for an account balance to be decreased, and a corresponding amount for an account balance to be increased. **Note:** Total increases must equal total decreases. Enter the letter P in the Action field and press Enter.

```

SP048A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP048A0          BOOK ENTRY ADJUSTMENT PROCESSING                    HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234      SHORT NAME: GRAY U                      PAGE    1  OF    4
ADJUSTMENT REFERENCE NUM:
AGENCY LOCATION CODE/REGION:11000001/  SHORT NAME:US MONEY1
                                     TOT DECR:    $0.00
RECIPIENT ID:  0101111      SHORT NAME: GRAY U                    TOT INCR:    $0.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT_____
_____
_____
ASAP SEQUENCE NUMBER:
      DECREASE AVAIL      INCREASE AVAIL
ACCOUNT ID      BAL. BY AMOUNT      BAL. BY AMOUNT      AVAILABLE BALANCE  ITM
F1R10001      50000_____      _____      $404,000.00
F1R10002      _____      50000_____      $397,250.00
F1R10003      _____      _____      $495,000.00
F1R103A      _____      _____
F1R103B      _____      _____
F1R103C      _____      _____
ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                     F8=PGDN      F10=RO
  
```

**STEP 2: RESULT**

The system posts the entry. The available balances are adjusted accordingly.

```

SP048A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP048A0          BOOK ENTRY ADJUSTMENT PROCESSING                    HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234      ADJUSTMENT POSTED                      PAGE    1  OF    4
ADJUSTMENT REFERENCE NUM:
AGENCY LOCATION CODE/REGION:11000001/  SHORT NAME:US MONEY1
                                     TOT DECR: $50,000.00
RECIPIENT ID:  0101111      SHORT NAME: GRAY U                    TOT INCR: $50,000.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT_____
_____
_____
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 000003
      DECREASE AVAIL      INCREASE AVAIL
ACCOUNT ID      BAL. BY AMOUNT      BAL. BY AMOUNT      AVAILABLE BALANCE  ITM
F1R10001      $50,000.00_____      _____      $354,000.00      01
F1R10002      _____      $50,000.00_____      $447,250.00      02
F1R10003      _____      _____      $495,000.00
F1R103A      _____      _____
F1R103B      _____      _____
F1R103C      _____      _____
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
      F3=PRMT F4=MENU F5=MAIN      F8=PGDN
I0066      BOOK ENTRY ADJUSTMENT POSTED SUCCESSFULLY.
  
```

**STEP 3: ACTION**

Press F3=PRMT to return to the Book Entry Adjustment Prompt.

SP048A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00	
SP048A0	BOOK ENTRY ADJUSTMENT PROCESSING		HH:MM:SS	
08/02/2000 T				
REQUESTOR ID: 0101234	ADJUSTMENT POSTED	PAGE	1	OF 4
ADJUSTMENT REFERENCE NUM:				
AGENCY LOCATION CODE/REGION:11000001/ SHORT NAME:US MONEY1				
		TOT DECR: \$50,000.00		
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT INCR: \$50,000.00		
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT_____				
_____				
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 000003				
	DECREASE AVAIL	INCREASE AVAIL		
ACCOUNT ID	BAL. BY AMOUNT	BAL. BY AMOUNT	AVAILABLE BALANCE	ITM
F1R10001	\$50,000.00	_____	\$354,000.00	01
F1R10002	_____	\$50,000.00_____	\$447,250.00	02
F1R10003	_____	_____	\$495,000.00	
F1R103A	_____	_____		
F1R103B	_____	_____		
F1R103C	_____	_____		
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)				
F3=PRMT F4=MENU F5=MAIN F8=PGDN				
I0066 BOOK ENTRY ADJUSTMENT POSTED SUCCESSFULLY.				

**STEP 3: RESULT**

The Book Entry Adjustment Prompt screen is displayed.

SP047A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00	
SP047A0	BOOK ENTRY ADJUSTMENT PROMPT		HH:MM:SS	
08/02/2000 T				
REQUESTOR ID: 0101234	SHORT NAME: GRAY U			
ADJUSTMENT REFERENCE NUMBER:_____				
AGENCY LOCATION CODE/REGION: 11000001/___ SHORT NAME: US MONEY1				
RECIPIENT ID: 0101111	SHORT NAME: GRAY U			
ADJUSTMENT REASON: Drew from wrong account_____				
_____				
_____				
F4=MENU F5=MAIN				

**EXAMPLE TWO**

Using the Book Entry Adjustment feature, users will be able to adjust the available balances for control accounts.

- < One Recipient
- < One Federal Agency
- < Control Accounts

**STEP 1: ACTION**

Fill in the prompt screen as shown below and press Enter.

SP047A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP047A0	BOOK ENTRY ADJUSTMENT PROMPT	HH:MM:SS
08/02/2000 T		
REQUESTOR ID: 0101234		SHORT NAME: GRAY U
ADJUSTMENT REFERENCE NUMBER: _____		
AGENCY LOCATION CODE/REGION: 11000001/___		SHORT NAME:
RECIPIENT ID: 0101111		SHORT NAME:
ADJUSTMENT REASON: Drew from wrong account _____		
_____		
_____		
F4=MENU F5=MAIN		

**STEP 1: RESULT**

The following screen appears with the Account IDs and available balances for the Federal Agency - Recipient Organization combination specified on the prompt.

SP048A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP048A0	BOOK ENTRY ADJUSTMENT PROCESSING		HH:MM:SS
08/02/2000 T			
REQUESTOR ID: 0101234		SHORT NAME: GRAY U	PAGE 1 OF 4
ADJUSTMENT REFERENCE NUM:			
AGENCY LOCATION CODE/REGION: 11000001/		SHORT NAME: US MONEY1	
		TOT DECR:	\$0.00
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	TOT INCR: \$0.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT _____			
_____			
_____			
ASAP SEQUENCE NUMBER:			
	DECREASE AVAIL	INCREASE AVAIL	
ACCOUNT ID	BAL. BY AMOUNT	BAL. BY AMOUNT	AVAILABLE BALANCE ITM
F1R10001	_____	_____	\$354,000.00
F1R10002	_____	_____	\$447,250.00
F1R10003	_____	_____	\$495,000.00
F1R103A	_____	_____	
F1R103B	_____	_____	
F1R103C	_____	_____	
ACTION: ___ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)			
F8=PGDN F10=RO			

**STEP 2: ACTION**

Press F8=PGDN to navigate to the second page of accounts.

SP048A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00	
SP048A0	BOOK ENTRY ADJUSTMENT PROCESSING		HH:MM:SS	
08/02/2000 T				
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	PAGE	1	OF 4
ADJUSTMENT REFERENCE NUM:				
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1	TOT DECR:	\$0.00	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT INCR:	\$0.00	
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT_____				
_____				
ASAP SEQUENCE NUMBER:				
ACCOUNT ID	DECREASE AVAIL BAL. BY AMOUNT	INCREASE AVAIL BAL. BY AMOUNT	AVAILABLE BALANCE	ITM
F1R10001	_____	_____	\$354,000.00	
F1R10002	_____	_____	\$447,250.00	
F1R10003	_____	_____	\$495,000.00	
F1R103A	_____	_____		
F1R103B	_____	_____		
F1R103C	_____	_____		
ACTION: __ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)				
F8=PGDN F10=RO				

**STEP 2: RESULT**

The second page of accounts is displayed, along with their associated account details.

SP048A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00	
SP048A0	BOOK ENTRY ADJUSTMENT PROCESSING		HH:MM:SS	
08/02/2000 T				
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	PAGE	2	OF 4
ADJUSTMENT REFERENCE NUM:				
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1	TOT DECR:	\$0.00	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT INCR:	\$0.00	
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT_____				
_____				
ASAP SEQUENCE NUMBER:				
ACCOUNT ID	DECREASE AVAIL BAL. BY AMOUNT	INCREASE AVAIL BAL. BY AMOUNT	AVAILABLE BALANCE	ITM
F1R10004	_____	_____	\$435,000.00	
F1R104D	_____	_____		
F1R104E	_____	_____		
F1R104F	_____	_____		
F1R10005	_____	_____	\$500,000.00	
F1R105G	_____	_____		
F1R105H	_____	_____		
ACTION: __ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)				
F7=PGUP F8=PGDN F10=RO				

**STEP 3: ACTION**

From the desired account, enter an amount for an account balance to be decreased, and a corresponding amount for an account balance to be increased. **Note:** Total increases must equal total decreases, and since these accounts are Control Accounts, the increases and decreases must be entered at the account detail level. Enter the letter P in the Action field and press Enter.

SP048A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00	
SP048A0	BOOK ENTRY ADJUSTMENT PROCESSING		HH:MM:SS	
08/02/2000 T				
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	PAGE	2	OF 4
ADJUSTMENT REFERENCE NUM:				
AGENCY LOCATION CODE/REGION: 11000001/ SHORT NAME: US MONEY1				
			TOT DECR:	\$0.00
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT INCR:		\$0.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT_____				
ASAP SEQUENCE NUMBER:				
ACCOUNT ID	DECREASE AVAIL BAL. BY AMOUNT	INCREASE AVAIL BAL. BY AMOUNT	AVAILABLE BALANCE	ITM
F1R10004			\$435,000.00	
F1R104D		10000		
F1R104E				
F1R104F				
F1R10005			\$500,000.00	
F1R105G	10000			
F1R105H				
ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)				
F8=PGDN F10=RO				

**STEP 3: RESULT**

The system posts the entry. The available balances are adjusted accordingly.

SP048A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00	
SP048A0	BOOK ENTRY ADJUSTMENT PROCESSING		HH:MM:SS	
08/02/2000 T				
REQUESTOR ID: 0101234	<b>ADJUSTMENT POSTED</b>		PAGE	2 OF 4
ADJUSTMENT REFERENCE NUM:				
AGENCY LOCATION CODE/REGION: 11000001/ SHORT NAME: US MONEY1				
			TOT DECR:	\$20,000.00
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT INCR:		\$20,000.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT_____				
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 000006				
ACCOUNT ID	DECREASE AVAIL BAL. BY AMOUNT	INCREASE AVAIL BAL. BY AMOUNT	AVAILABLE BALANCE	ITM
F1R10004		\$10,000.00	\$445,000.00	01
F1R104D		\$10,000.00		
F1R104E				
F1R104F				
F1R10005	\$10,000.00		\$490,000.00	02
F1R105G	\$10,000.00			
F1R105H				
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)				
F3=PRMT F4=MENU F5=MAIN F7=PGUP F8=PGDN				
<b>I0066 BOOK ENTRY ADJUSTMENT POSTED SUCCESSFULLY.</b>				



**STEP 4: ACTION**

Press F5=MAIN to return to the Main Menu.

```

SP048A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP048A0          BOOK ENTRY ADJUSTMENT PROCESSING                    HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          ADJUSTMENT POSTED                    PAGE  2  OF  4
ADJUSTMENT REFERENCE NUM:
AGENCY LOCATION CODE/REGION: 11000001/  SHORT NAME: US MONEY1
                                     TOT DECR: $20,000.00
RECIPIENT ID:  0101111          SHORT NAME: GRAY U  TOT INCR: $20,000.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT_____
_____
_____
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V  000006
ACCOUNT ID      DECREASE AVAIL  INCREASE AVAIL  AVAILABLE BALANCE  ITM
F1R10004        BAL. BY AMOUNT  BAL. BY AMOUNT
F1R104D          _____      $10,000.00      $445,000.00      01
F1R104E          _____      $10,000.00
F1R104F          _____
F1R10005          $10,000.00      _____      $490,000.00      02
F1R105G          $10,000.00      _____
F1R105H          _____
ACTION:  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
          F3=PRMT F4=MENU F5=MAIN          F7=PGUP F8=PGDN
I0066  BOOK ENTRY ADJUSTMENT POSTED SUCCESSFULLY.

```

**STEP 4: RESULT**

The Main Menu appears.

```

SP010A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP010A0          MAIN MENU                                          HH:MM:SS
08/02/2000 T

<1>  PAYMENT REQUEST PROCESSING
<2>  INQUIRY MENU
<3>  FEDERAL AGENCY FUNCTIONS MENU
<4>  RFC FUNCTIONS MENU
<5>  FRB SUPPORT PROCESSING
<6>  REPORT REQUEST MENU
<7>  NOTIFICATIONS

          ASAP ID
ORGANIZATION ACCESS CODE          ENTER SELECTION NUMBER: _
                                   PRESS ENTER

F2=EXIT

```

# **CHAPTER 5:**

  

# **INQUIRY**

## PURPOSE

In this chapter you will learn how to use the Inquiry function to view information pertaining to your organization and its data in the ASAP system.

## ASAP PROCESS REVIEW

In ASAP, Federal Agencies **PROVIDE** funds, the Payment Requestors **DRAW DOWN** the funds, and Recipient Organizations **USE** the funds. ASAP user organizations are identified in the following way:

**Federal Agency:** identified by an 8-digit Agency Location Code and, optionally, a 2-digit region code.

**Recipient Organization:** recipients of Federal funds have a unique 7-digit Recipient ID which is generated by ASAP.

**Payment Requestors:** have a unique 7-digit Requestor ID which is generated by ASAP.

## INQUIRY FEATURES

The ASAP Inquiry function allows you to view **transaction-level**, **account-level**, **account detail-** level and **organization-level** information, as well as other **reference** information. Access to Inquiry screens is controlled: not all features or information are available to all users.

In the explanations below, the number in parentheses following the name of each inquiry option indicates the number of that option on the Inquiry Menu.

## TRANSACTION-LEVEL

**Payment Request Status Inquiry (#1)** allows you to access information related to your organization's payment requests. You have the option of viewing payment status information on a single payment or all of your organization's payment requests posted within a specified date range.

**Authorization Transaction Inquiry (#4)** allows you to view all authorization transactions for your organization's ASAP Account(s) entered during a specific period.

**Book Entry Adjustment Inquiry (#12)** allows you to see information on book entry adjustments made to your ASAP Accounts.

## ACCOUNT-LEVEL

**Account Balance Inquiry (#2)** allows you to view the cumulative authorizations, cumulative draws and current available balances for your ASAP Accounts. You have the option of requesting account balance information for a single account or a group of accounts.

**Account Statement Inquiry (#3)** allows you to view activity for a specified ASAP account. An account statement displays all transactions that have affected the ASAP Account's available balance in a specified date range (up to 93 calendar days), along with the beginning and ending balances for that range.

**Account Profile Inquiry (#5)** allows you to view the profile of any of your organization's ASAP Accounts as established by the grantor Federal Agency. Each ASAP Account profile indicates the grantor Federal Agency, Recipient Organization, Account ID, authorized Payment Requestor, and other information about the account.

## ORGANIZATION-LEVEL

**Federal Program Agency Inquiry (#6)** allows you to view the information contained in a Federal Agency profile.

**Payment Requestor Inquiry (#7)** allows you to view the information contained in a Payment Requestor profile.

**Recipient Organization Inquiry (#8)** allows you to view the information contained in a Recipient Organization's profile.

## OTHER REFERENCE INFORMATION

**CFDA Inquiry (#9)** allows you to view Catalog of Federal Domestic Assistance (CFDA) numbers and program names.

**ALC Inquiry (#10)** allows you to view Agency Location Codes (ALCs) and Federal Agency names.

! Although the above categories are logical groupings of the many options on the Inquiry Menu, the sections of this chapter will cover the most frequently used options in the order they appear on the Inquiry Menu.

## GETTING STARTED

To get to the starting point for the examples in this chapter, follow the step on the next page.

**ACTION:**

From the Main Menu, select menu option 2 for Inquiry Menu and press Enter.

SP010A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP010AO	MAIN MENU	16:17:44
08/02/2000	T	
<1> PAYMENT REQUEST PROCESSING		
<2> INQUIRY MENU		
<3> FEDERAL AGENCY FUNCTIONS MENU		
<4> RFC FUNCTIONS MENU		
<5> FRB SUPPORT PROCESSING		
<6> REPORT REQUEST MENU		
<7> NOTIFICATIONS		
ASAP ID		
ORGANIZATION ACCESS CODE	ENTER SELECTION NUMBER: 2	
	PRESS ENTER	
F2=EXIT	F5=MAIN	

**RESULT:**

The Inquiry Menu appears.

SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP100AO	INQUIRY MENU	16:43:13
08/02/2000	T	
< 1> PAYMENT REQUEST STATUS INQUIRY PROMPT		
< 2> ACCOUNT BALANCE INQUIRY PROMPT		
< 3> ACCOUNT STATEMENT INQUIRY PROMPT		
< 4> AUTHORIZATION TRANSACTION INQUIRY PROMPT		
< 5> ACCOUNT PROFILE INQUIRY		
< 6> FEDERAL PROGRAM AGENCY INQUIRY		
< 7> PAYMENT REQUESTOR INQUIRY		
< 8> RECIPIENT ORGANIZATION INQUIRY		
< 9> CFDA INQUIRY		
<10> ALC INQUIRY		
<11> RETURNED PAYMENT INQUIRY PROMPT		
<12> BOOK ENTRY ADJUSTMENT INQUIRY PROMPT		
<13> INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT		
<14> SUPER USER INQUIRY		
ENTER SELECTION NUMBER: ____		
PRESS ENTER		
F2=EXIT	F5=MAIN	

---

### SECTION 3.1

#### PAYMENT REQUEST STATUS INQUIRY

All users have access to payment request status information related to their own accounts. You might use this feature to, among other reasons:

- < View a summary of the overall amount requested and number of items within a request;
- < Verify whether a particular draw was made and when it settled;
- < Obtain a trace number on a payment to give to your Treasurer's office or financial institution to help track a payment;
- < View when a payment request is subject to agency review;
- < View remittance information associated with a payment;
- < View payment request having subaccounts referred to as account details.

The **Payment Request Status Inquiry** feature allows you to view all applicable payment requests for a specific date range (up to 93 calendar days).

The **Payment Request Status Summary Inquiry** screen displays payment status information at the payment transaction level, including total amount requested and number of items in the request.

The **Payment Request Status Inquiry List** screen displays the accounts and related draw amounts comprising the payment transaction selected on the summary screen.

The **Payment Request Detail Transaction Inquiry** screen is used to review detailed information on a specific payment such as the draw amount, date funds were transferred, the receiving depository financial institution and bank account number, the method of funds transfer, and payment trace information.

The **Payment Request Detail Agency Review Actions** screen is used to provide detail information on a payment transaction subject to review by a Federal Agency. Information includes agency action, date of review, requested and actual settlement dates.

The **Payment Request Account Details** screen displays subaccounts representing projects or programs within the grant and associated amounts requested. If a payment request has account details then draws are at the account detail level only.

The **Payment Request Remittance Details** screen displays amounts requested at the remittance code level.

---

**SCREEN FIELDS TO NOTE**

The following fields appear on one or more of the screens in this Inquiry feature:

- < **Requestor Reference Number** - an identifier which may have been assigned by a Payment Requestor to individual payments (FEDWIRE or ACH) or to an entire summary payment (Fedwire or ACH).
- < **Request Status** (Prompt screen) and **Status** column (Summary screen) - the current status of the payment request. Payment requests not subject to Agency Review, that have been posted and have a settlement date of the current date or the next business date will have a status of "A" for Approved. Payment requests that have been posted and have a settlement date beyond the next business date (warehoused payments) will have a status of "W" for Warehoused. Canceled payments will have a status of "C". In rare instances when the FEDWIRE or ACH systems reject a payment request or when the Federal Agency rejects a request on Agency Review, the status will be "R" for Rejected. If a request is subject to Agency Review, and the Federal Agency has not acted upon it, a status of "H" for Held will appear. In the summary screen, a status of "M" for multiple will appear if the request was subject to Agency Review and contains some warehoused/some rejected, or some approved/some rejected items. Items with a status of "M" will appear if the status field on the prompt was left blank or was specified as either "A" for approved, "R" for rejected, or "W" for warehoused and the payment in the multiple status contains one or more items with the status specified on the prompt.
- < **Request Dates From and To** - use these dates to specify a time period in which the payment request was made. If you leave the "Request Date To" field blank, it will default to the same date as the "Request Date From," making your date range equal to that 1 day only. If entered, the "Request Date To" cannot be greater than the current cycle date. Request dates do NOT NECESSARILY correspond to settlement dates - the settlement date may be a future date (i.e., for ACH transactions).
- < **Request Sequence Number** - assigned by the ASAP system when a payment request is approved. It consists of the following:
  - Date** - the date the request was approved.
  - Terminal ID** - the ASAP terminal or User ID that originated the request.
  - Sequence #** - a sequential number used to identify the session during which the request was made on a given terminal and date.
  - Item #** - identifies the account level draws within each request.

- 
- < **SEL** - typing an “S” in this column next to a request transaction on the Payment Request Status Summary Inquiry screen allows you to view the individual items making up that request. Typing an “S” next to one of the items which make up the request transaction on the Payment Request Status Inquiry List Screen allows you to view the detail for that item.
  - < **FUNDS IMAD** - an identifier assigned by the FUNDS (FEDWIRE) payment system to each FEDWIRE payment transaction for trace purposes.
  - < **ACH Cycle Date, Cycle, Batch Number, and Trace Number** - identifiers assigned by the ACH payment system to each ACH payment transaction for trace purposes.
  - < **DFI ABA Number** - the Routing Transit Number of the financial institution receiving the payment transaction. Corresponds to the FUNDS or ACH DFI ABA Number, as appropriate, specified on the Payment Requestor Profile.
  - < **Bank Account Number** - the Payment Requestor’s bank account number at the financial institution receiving the payment transaction. Corresponds to the FUNDS or ACH Bank Account Number, as appropriate, specified on the Payment Requestor Profile.
  - < **DFI Short Name** - the abbreviated name of the receiving financial institution identified by the DFI ABA Number above.
  - < **Request Status** (Detail screen) - a more detailed version of the status of a payment request. Values are:
    - “Queued to ACH”,
    - “Sent to ACH/FUNDS”,
    - “Sent and Processed”,
    - “Warehoused”,
    - “Rejected and Restored”,
    - “Rejected, Insufficient Balance”,
    - “Rejected, Draw Limit Exceeded”,
    - “Awaiting FPA Approval”,
    - “Rejected by FPA”,
    - “Rejected, Account Not Available”,
    - “Approved by FPA”, or
    - “Canceled”.



## PAYMENT REQUEST STATUS INQUIRY

### GUIDE TO EXAMPLES

In this section, you will learn how to use the ASAP system to make Payment Request Status Inquiries. Review the following examples.

**Example 1** shows how to make *wide search* Payment Request Status Inquiry - by specifying only the Recipient ID and date range.

**Example 2** shows how to make a *narrower search* - by specifying the Recipient ID, Account ID and date range.

**Example 3** shows how to inquire on payment request for one Recipient Organization and one Account ID that is subject to Agency Review within a given date range.

**Example 4** shows how to inquire on payment requests for one Recipient Organization and one Account ID that has been established with the Control Account feature within a given date range.

**Example 5** shows how to inquire on payment requests for one Recipient Organization and one Account ID that has been established with the Remittance Based Payment Request feature within a given date range.

**EXAMPLE ONE**

This example shows you how to make a Payment Request Status Inquiry by specifying only the Recipient ID and a date range. All payment requests for this organization and date range will appear.

< One Recipient Organization

< Date Range

**STEP 1: ACTION**

After selecting menu option 1 from the Inquiry Menu, you will see the Payment Request Status Inquiry Prompt screen. Fill in the prompt screen as shown below and press Enter. Be sure that the date range you specify includes the cycle date on which payment requests were made.

```

SP105A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP105AO          PAYMENT REQUEST STATUS INQUIRY PROMPT              16:24:45
08/02/2000      T

ENTER:

REQUESTOR ID: 0101234                      SHORT NAME: GRAY U
RECIPIENT ID: 0101111                      SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: _____ / _____ SHORT NAME:

ACCOUNT ID: _____
REQUESTOR REFERENCE NUMBER: _____

REQUEST STATUS: _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                  W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
REQUEST DATE (MM/DD/CCYY) FROM: 08 / 02 / 2000 TO: 08 / 02 / 2000

F4=MENU F5=MAIN

```

**STEP 1: RESULT**

The following summary screen appears with all the Payment Request Transactions matching the criteria specified on the prompt screen. Transactions are presented in ascending order by request date.

```

SP110A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP110AO          PAYMENT REQUEST STATUS SUMMARY INQUIRY              16:26:03
08/02/2000      T

REQUESTOR ID: 0101234                      SHORT NAME: GRAY U
RECIPIENT ID: 0101111                      SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: _____ / _____ SHORT NAME:

ACCOUNT ID: _____ REQUESTOR REF NUM:
REQUEST STATUS: REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

SEL  ALC/REGION  RO ID  REQ DATE  SETTLE DATE  TOTAL AMOUNT  ITEM  STA
--  -
_    11000001/   0101111  08/02/2000  08/03/2000      $4,000.00    004   A
_    11000001/   0101111  08/02/2000  08/03/2000      $7,000.00    004   A
_    11000001/   0101111  08/02/2000  08/04/2000      $9,000.00    003   W
_    11000001/   0101111  08/02/2000  08/03/2000     $15,000.00    003   A
_    11000001/   0101111  08/02/2000  08/03/2000     $18,000.00    003   A

F3=PRMT F4=MENU F5=MAIN                      F8=PGDN F9=ALC F10=RO F11=ACCT

```

**STEP 2: ACTION**

Type the letter S in the SEL field next to the first payment transaction in the list and press Enter.

SP110A		AUTOMATED STANDARD APPLICATION FOR PAYMENTS				08/02/00	
SP110AO		PAYMENT REQUEST STATUS SUMMARY INQUIRY				16:26:03	
08/02/2000		T					
REQUESTOR ID: 0101234		SHORT NAME: GRAY U					
RECIPIENT ID: 0101111		SHORT NAME: GRAY U					
AGENCY LOCATION CODE/REGION:		/				SHORT NAME:	
ACCOUNT ID:		REQUESTOR REF NUM:					
REQUEST STATUS:		REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000					

  

SEL	ALC/REGION	RO ID	REQ DATE	SETTLE DATE	TOTAL AMOUNT	ITEM	STA
S	11000001/	0101111	08/02/2000	08/03/2000	\$4,000.00	004	A
_	11000001/	0101111	08/02/2000	08/03/2000	\$7,000.00	004	A
_	11000001/	0101111	08/02/2000	08/04/2000	\$9,000.00	003	W
_	11000001/	0101111	08/02/2000	08/03/2000	\$15,000.00	003	A
_	11000001/	0101111	08/02/2000	08/03/2000	\$18,000.00	003	A

F3=PRMT F4=MENU F5=MAIN F8=PGDN F9=ALC F10=RO F11=ACCT

**STEP 2: RESULT**

The following screen appears with an account-by-account breakout of the information for the selected payment transaction. If there were multiple Recipient Organization IDs in a payment transaction, you will only see the draws related to the Recipient Organization ID specified on the prompt screen.

SP112A		AUTOMATED STANDARD APPLICATION FOR PAYMENTS				08/02/00	
SP112AO		PAYMENT REQUEST STATUS INQUIRY LIST				16:28:49	
08/02/2000		T					
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY					
RECIPIENT ID: 0101111		SHORT NAME: GRAY U					
REQUEST DATE: 08/02/2000		SETTLEMENT DATE: 08/03/2000					
TOTAL AMOUNT: \$4,000.00		TOTAL ITEMS: 004					

  

S	ALC/REGION	RO ID	ACCOUNT ID	AMT REQUESTED	CURR AVAIL BAL	STA
_	11000001/	0101111	F1R10001	\$1,000.00	\$82,500.00	A
_	11000001/	0101111	F1R10002	\$1,000.00	\$95,500.00	A
_	11000001/	0101111	F1R10003	\$1,000.00	\$83,000.00	A
_	11000001/	0101111	F1R10004	\$1,000.00	\$96,000.00	A

F3=PRMT F4=MENU F5=MAIN F11=SUMM

**STEP 3: ACTION**

Type the letter S in the S field next to the first account-level draw on the list and press Enter to see the detail on this draw.

SP112A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP112AO	PAYMENT REQUEST STATUS INQUIRY LIST		16:28:49
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
REQUEST DATE: 08/02/2000		SETTLEMENT DATE: 08/03/2000	
TOTAL AMOUNT: \$4,000.00		TOTAL ITEMS: 004	
S	ALC/REGION	RO ID ACCOUNT ID	AMT REQUESTED CURR AVAIL BAL STA
S	11000001/	0101111 F1R10001	\$1,000.00 \$82,500.00 A
_	11000001/	0101111 F1R10002	\$1,000.00 \$95,500.00 A
_	11000001/	0101111 F1R10003	\$1,000.00 \$83,000.00 A
_	11000001/	0101111 F1R10004	\$1,000.00 \$96,000.00 A
F3=PRMT F4=MENU F5=MAIN			F11=SUMM

**STEP 3: RESULT**

The following screen appears with the detailed information for the selected transaction.

SP111A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP111AO	PAYMENT REQUEST DETAIL TRANSACTION INQUIRY		16:29:53
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
REQUESTOR ID: 0101234		SHORT NAME: GRAY U	
ACCOUNT ID: F1R10001		ACTUAL SETTLEMENT DATE: 08/03/2000	
REQUEST DATE: 08/02/2000		REQUESTOR REF NUM: REQUEST 1	
REQUEST TIME: 15:52:493		REQUEST AMT: \$1,000.00	
FUNDS IMAD:			
ACH CYCLE DATE: 08/02/2000		ACH CYCLE: A	ACH BATCH NUMBER: 000000005
ACH TRACE NUMBER:			
DFI ABA NUMBER: 075000022		BANK ACCOUNT NUMBER: 50900087422	
DFI SHORT NAME:			
FURTHER CREDIT ABA:		FURTHER CREDIT SHORT NAME:	
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001			
REQUEST STATUS: QUEUED TO ACH			
USER ID OF REQUEST INITIATOR: E1XXO#			
F3=PRMT F4=MENU F5=MAIN			F11=LIST

Press F3=PRMT to return to the Payment Request Status Inquiry Prompt screen.

## STEP 4: RESULT

```

SP105A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP105AO          PAYMENT REQUEST STATUS INQUIRY PROMPT              16:31:34
08/02/2000      T

ENTER:

REQUESTOR ID:   0101234          SHORT NAME:   GRAY U
RECIPIENT ID:   0101111          SHORT NAME:   GRAY U
AGENCY LOCATION CODE/REGION:  _____ / ____  SHORT NAME:

ACCOUNT ID:  _____
REQUESTOR REFERENCE NUMBER:  _____

REQUEST STATUS:  _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                  W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
REQUEST DATE (MM/DD/CCYY)  FROM:   08 / 02 / 2000 TO: 08 / 02 / 2000

F4=MENU F5=MAIN

```

**EXAMPLE TWO**

The following example shows you how to inquire on payment requests for one Recipient Organization and one Account ID within a given date range.

< One Recipient Organization

< One Account ID

< Date Range

**STEP 1: ACTION**

Fill in the prompt screen as shown below and press Enter.

```

SP105A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP105AO         PAYMENT REQUEST STATUS INQUIRY PROMPT                16:31:34
08/02/2000      T

ENTER:

REQUESTOR ID: 0101234                      SHORT NAME: GRAY U
RECIPIENT ID: 0101111                      SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: _____ / ____ SHORT NAME:

ACCOUNT ID: F1R10003
REQUESTOR REFERENCE NUMBER: _____

REQUEST STATUS: _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                  W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
REQUEST DATE (MM/DD/CCYY) FROM: 08 / 02 / 2000 TO: 08 / 02 / 2000

F4=MENU F5=MAIN

```

**STEP 1: RESULT**

The following summary screen appears with all the Payment Request transactions containing draws from the specified Account ID in the date range selected.

```

SP110A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP110AO         PAYMENT REQUEST STATUS SUMMARY INQUIRY              16:34:33
08/02/2000      T

REQUESTOR ID: 0101234                      SHORT NAME: GRAY U
RECIPIENT ID: 0101111                      SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: _____ / ____ SHORT NAME:

ACCOUNT ID: F1R10003      REQUESTOR REF NUM:
REQUEST STATUS:          REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

SEL  ALC/REGION    RO ID   REQ DATE   SETTLE DATE   TOTAL AMOUNT  ITEM  STA
--  -
_    11000001/     0101111  08/02/2000  08/03/2000    $4,000.00    004   A
_    11000001/     0101111  08/02/2000  08/03/2000    $7,000.00    004   A
_    11000001/     0101111  08/02/2000  08/04/2000    $9,000.00    003   W
_    11000001/     0101111  08/02/2000  08/03/2000    $15,000.00   003   A
_    11000001/     0101111  08/02/2000  08/03/2000    $18,000.00   003   A

F3=PRMT F4=MENU F5=MAIN                      F9=ALC F10=RO F11=ACCT

```



**STEP 2: ACTION**

Type the letter S in the SEL field next to the first payment request transaction and press Enter.

SP110A		AUTOMATED STANDARD APPLICATION FOR PAYMENTS				08/02/00	
SP110AO		PAYMENT REQUEST STATUS SUMMARY INQUIRY				16:34:33	
08/02/2000		T					
REQUESTOR ID: 0101234				SHORT NAME: GRAY U			
RECIPIENT ID: 0101111				SHORT NAME: GRAY U			
AGENCY LOCATION CODE/REGION:		/		SHORT NAME:			
ACCOUNT ID: F1R10003		REQUESTOR REF NUM:					
REQUEST STATUS:		REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000					

  

SEL	ALC/REGION	RO ID	REQ DATE	SETTLE DATE	TOTAL AMOUNT	ITEM	STA
S	11000001/	0101111	08/02/2000	08/03/2000	\$4,000.00	004	A
_	11000001/	0101111	08/02/2000	08/03/2000	\$7,000.00	004	A
_	11000001/	0101111	08/02/2000	08/04/2000	\$9,000.00	003	W
_	11000001/	0101111	08/02/2000	08/03/2000	\$15,000.00	003	A
_	11000001/	0101111	08/02/2000	08/03/2000	\$18,000.00	003	A

F3=PRMT F4=MENU F5=MAIN F9=ALC F10=RO F11=ACCT

**STEP 2: RESULT**

The following screen appears with the draw for only the specified account ID shown.

SP112A		AUTOMATED STANDARD APPLICATION FOR PAYMENTS				08/02/00	
SP112AO		PAYMENT REQUEST STATUS INQUIRY LIST				16:36:03	
08/02/2000		T					
AGENCY LOCATION CODE/REGION: 11000001 /				SHORT NAME: US MONEY			
RECIPIENT ID: 0101111				SHORT NAME: GRAY U			
REQUEST DATE: 08/02/2000				SETTLEMENT DATE: 08/03/2000			
TOTAL AMOUNT: \$4,000.00				TOTAL ITEMS: 004			

  

S	ALC/REGION	RO ID	ACCOUNT ID	AMT REQUESTED	CURR AVAIL BAL	STA
_	11000001/	0101111	F1R10003	\$1,000.00	\$83,000.00	A

F3=PRMT F4=MENU F5=MAIN F11=SUMM

**STEP 3: ACTION**

Type the letter S in the S field next to the account-level draw on the list and press Enter to see the detail information.

SP112A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP112AO	PAYMENT REQUEST STATUS INQUIRY LIST		16:36:03
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
REQUEST DATE: 08/02/2000		SETTLEMENT DATE: 08/03/2000	
TOTAL AMOUNT: \$4,000.00		TOTAL ITEMS: 004	
S	ALC/REGION	RO ID ACCOUNT ID	AMT REQUESTED CURR AVAIL BAL STA
S	11000001/	0101111 F1R10003	\$1,000.00 \$83,000.00 A
F3=PRMT F4=MENU F5=MAIN			F11=SUMM

**STEP 3: RESULT**

The following screen appears with the detailed information for the selected draw.

SP111A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP111AO	PAYMENT REQUEST DETAIL TRANSACTION INQUIRY		16:29:53
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
REQUESTOR ID: 0101234		SHORT NAME: GRAY U	
ACCOUNT ID: F1R10003		ACTUAL SETTLEMENT DATE: 08/03/2000	
REQUEST DATE: 08/02/2000		REQUESTOR REF NUM: REQUEST 1	
REQUEST TIME: 15:52:493		REQUEST AMT: \$1,000.00	
FUNDS IMAD:			
ACH CYCLE DATE: 08/02/2000		ACH CYCLE: A	ACH BATCH NUMBER: 000000005
ACH TRACE NUMBER:			
DFI ABA NUMBER: 075000022		BANK ACCOUNT NUMBER: 50900087422	
DFI SHORT NAME: RANKING B&T			
FURTHER CREDIT ABA:		FURTHER CREDIT SHORT NAME:	
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001			
REQUEST STATUS: QUEUED TO ACH			
USER ID OF REQUEST INITIATOR: E1XXO#			
F3=PRMT F4=MENU F5=MAIN			F11=LIST

Press F3=PRMT to return to the Payment Request Status Inquiry Prompt screen.

## STEP 4: RESULT

```

SP105A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP105AO          PAYMENT REQUEST STATUS INQUIRY PROMPT              16:31:34
08/02/2000      T

ENTER:

REQUESTOR ID:   0101234          SHORT NAME:   GRAY U
RECIPIENT ID:   0101111          SHORT NAME:   GRAY U
AGENCY LOCATION CODE/REGION:  _____ / ____  SHORT NAME:

ACCOUNT ID:  _____
REQUESTOR REFERENCE NUMBER:  _____

REQUEST STATUS:  _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                  W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
REQUEST DATE (MM/DD/CCYY)  FROM:   08 / 02 / 2000 TO: 08 / 02 / 2000

F4=MENU F5=MAIN

```

**EXAMPLE THREE**

The following example shows you how to inquire on payment requests for one Recipient Organization and one Account ID that is subject to Agency Review within a given date range.

< One Recipient Organization

< One Account ID

< Date Range

**STEP 1: ACTION**

Fill in the prompt screen as shown below and press Enter.

```

SP105A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP105AO          PAYMENT REQUEST STATUS INQUIRY PROMPT              16:31:34
08/02/2000      T

ENTER:

REQUESTOR ID:   0101234                      SHORT NAME:   GRAY U
RECIPIENT ID:   0101111                      SHORT NAME:   GRAY U
AGENCY LOCATION CODE/REGION:  _____ / ____  SHORT NAME:

ACCOUNT ID: F1R10004
REQUESTOR REFERENCE NUMBER:  _____

REQUEST STATUS:  _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                   W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
REQUEST DATE (MM/DD/CCYY) FROM:    08 / 02 / 2000 TO: 08 / 02 / 2000

                                F4=MENU F5=MAIN

```

**STEP 1: RESULT**

The following summary screen appears with all the Payment Request transactions containing draws from the specified Account ID in the date range selected.

```

SP110A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP110AO          PAYMENT REQUEST STATUS SUMMARY INQUIRY              16:34:33
08/02/2000      T

REQUESTOR ID:   0101234                      SHORT NAME:   GRAY U
RECIPIENT ID:   0101111                      SHORT NAME:   GRAY U
AGENCY LOCATION CODE/REGION:  _____ / ____  SHORT NAME:

ACCOUNT ID:      F1R10004                      REQUESTOR REF NUM:
REQUEST STATUS:  _____ REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

SEL  ALC/REGION   RO ID   REQ DATE   SETTLE DATE   TOTAL AMOUNT  ITEM  STA
--  -
_    11000001/    0101111  08/02/2000  08/03/2000    $4,000.00    004   A
_    11000001/    0101111  08/02/2000  08/03/2000    $7,000.00    004   A
_    11000001/    0101111  08/02/2000  08/04/2000    $9,000.00    003   W
_    11000001/    0101111  08/02/2000  08/03/2000    $15,000.00   003   A
_    11000001/    0101111  08/02/2000  08/03/2000    $18,000.00   003   A

                                F3=PRMT F4=MENU F5=MAIN          F9=ALC F10=RO F11=ACCT

```

**STEP 2: ACTION**

Type the letter S in the SEL field next to the second payment request transaction and press Enter.

SP110A		AUTOMATED STANDARD APPLICATION FOR PAYMENTS				08/02/00	
SP110AO		PAYMENT REQUEST STATUS SUMMARY INQUIRY				16:34:33	
08/02/2000		T					
REQUESTOR ID: 0101234				SHORT NAME: GRAY U			
RECIPIENT ID: 0101111				SHORT NAME: GRAY U			
AGENCY LOCATION CODE/REGION:		/		SHORT NAME:			
ACCOUNT ID: F1R10004				REQUESTOR REF NUM:			
REQUEST STATUS:				REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000			

  

SEL	ALC/REGION	RO ID	REQ DATE	SETTLE DATE	TOTAL AMOUNT	ITEM	STA
_	11000001/	0101111	08/02/2000	08/03/2000	\$4,000.00	004	A
S	11000001/	0101111	08/02/2000	08/03/2000	\$7,000.00	004	A
_	11000001/	0101111	08/02/2000	08/04/2000	\$9,000.00	003	W
_	11000001/	0101111	08/02/2000	08/03/2000	\$15,000.00	003	A
_	11000001/	0101111	08/02/2000	08/03/2000	\$18,000.00	003	A

F3=PRMT F4=MENU F5=MAIN F9=ALC F10=RO F11=ACCT

**STEP 2: RESULT**

The list screen is displayed with information on the account ID entered on the prompt.

SP112A		AUTOMATED STANDARD APPLICATION FOR PAYMENTS				08/02/00	
SP112AO		PAYMENT REQUEST STATUS INQUIRY LIST				16:36:03	
08/02/2000		T					
AGENCY LOCATION CODE/REGION: 11000001 /				SHORT NAME: US MONEY			
RECIPIENT ID: 0101111				SHORT NAME: GRAY U			
REQUEST DATE: 08/02/2000				SETTLEMENT DATE: 08/03/2000			
TOTAL AMOUNT: \$7,000.00				TOTAL ITEMS: 004			

  

S	ALC/REGION	RO ID	ACCOUNT ID	AMT REQUESTED	CURR AVAIL BAL	STA
_	11000001/	0101111	F1R10004	\$1,000.00	\$83,000.00	A

F3=PRMT F4=MENU F5=MAIN F11=SUMM

**STEP 3: ACTION**

Enter S in the select byte field and press Enter to navigate to the detail on this request.

SP112A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP112AO	PAYMENT REQUEST STATUS INQUIRY LIST		16:36:03
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
REQUEST DATE: 08/02/2000		SETTLEMENT DATE: 08/03/2000	
TOTAL AMOUNT: \$7,000.00		TOTAL ITEMS: 004	
S	ALC/REGION	RO ID ACCOUNT ID	AMT REQUESTED CURR AVAIL BAL STA
S	11000001/	0101111 F1R10004	\$1,000.00 \$83,000.00 A
F3=PRMT F4=MENU F5=MAIN			F11=SUMM

**STEP 3: RESULT**

The following screen appears with the detailed information for the selected transaction.

SP111A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP111AO	PAYMENT REQUEST DETAIL TRANSACTION INQUIRY		16:29:53
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
REQUESTOR ID: 0101234		SHORT NAME: GRAY U	
ACCOUNT ID: F1R10004		ACTUAL SETTLEMENT DATE: 08/03/2000	
REQUEST DATE: 08/02/2000		REQUESTOR REF NUM: REQUEST 2	
REQUEST TIME: 15:52:493		REQUEST AMT: \$1,000.00	
FUNDS IMAD:			
ACH CYCLE DATE: 08/02/2000		ACH CYCLE: B	ACH BATCH NUMBER: 000000005
ACH TRACE NUMBER:			
DFI ABA NUMBER: 075000022		BANK ACCOUNT NUMBER: 50900087422	
DFI SHORT NAME:			
FURTHER CREDIT ABA:		FURTHER CREDIT SHORT NAME:	
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000002 000002			
REQUEST STATUS: QUEUED TO ACH			
USER ID OF REQUEST INITIATOR: E1XXX#			
F3=PRMT F4=MENU F5=MAIN		F8=PGDN	F11=LIST

**STEP 4: ACTION**

Press F8=PGDN to view the status of the request that was subject to Agency Review.

SP111A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP111AO	PAYMENT REQUEST DETAIL TRANSACTION INQUIRY	16:29:53
08/02/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		
RECIPIENT ID: 0101111		SHORT NAME: US MONEY
REQUESTOR ID: 0101234		SHORT NAME: GRAY U
ACCOUNT ID: F1R10004		SHORT NAME: GRAY U
REQUEST DATE: 08/02/2000		ACTUAL SETTLEMENT DATE: 08/03/2000
REQUEST TIME: 15:52:493		REQUESTOR REF NUM: REQUEST 1
FUNDS IMAD:		REQUEST AMT: \$1,000.00
ACH CYCLE DATE: 08/02/2000		ACH CYCLE: B
		ACH BATCH NUMBER: 000000005
ACH TRACE NUMBER:		
DFI ABA NUMBER: 075000022		BANK ACCOUNT NUMBER: 50900087422
DFI SHORT NAME:		
FURTHER CREDIT ABA:		FURTHER CREDIT SHORT NAME:
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000002 000002		
REQUEST STATUS: QUEUED TO ACH		
USER ID OF REQUEST INITIATOR: E1XXX0#		
F3=PRMT F4=MENU F5=MAIN		F8=PGDN
		F11=LIST

**STEP 4: RESULT**

The following screen appears with the detailed information for a payment under agency review parameters.

SP111B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP111BO	PAYMENT REQUEST DETAIL AGENCY REVIEW ACTIONS	16:29:53
08/02/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		
RECIPIENT ID: 0101111		SHORT NAME: US MONEY
REQUESTOR ID: 0101234		SHORT NAME: GRAY U
ACCOUNT ID: F1R10004		SHORT NAME: GRAY U
DATE/TIME SENT FOR REVIEW: 08/02/2000 15:52:493		
DATE/TIME OF AGENCY ACTION: 08/02/2000 15:55:493		
AGENCY ACTION: APPROVED		USER ID OF AGENCY REVIEWER: E1XXX0X
AMOUNT REQUESTED: \$1,000.00		REQUESTED SETTLEMENT DATE: 08/03/2000
AMOUNT APPROVED: \$1,000.00		ACTUAL SETTLEMENT DATE: 08/03/2000
F3=PRMT F4=MENU F5=MAIN		
		F7=PGUP
		F11=LIST



**STEP 5: ACTION**

Press F3=PRMT to return to the Payment Request Status Inquiry Prompt screen.

SP111B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP111BO	PAYMENT REQUEST DETAIL AGENCY REVIEW ACTIONS	16:29:53
08/02/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
REQUESTOR ID: 0101234		SHORT NAME: GRAY U
ACCOUNT ID: F1R10004		
DATE/TIME SENT FOR REVIEW: 08/02/2000 15:52:493		
DATE/TIME OF AGENCY ACTION: 08/02/2000 15:55:493		
AGENCY ACTION: APPROVED USER ID OF AGENCY REVIEWER: E1XXX0X		
AMOUNT REQUESTED: \$1,000.00 REQUESTED SETTLEMENT DATE: 08/03/2000		
AMOUNT APPROVED: \$1,000.00 ACTUAL SETTLEMENT DATE: 08/03/2000		
F3=PRMT F4=MENU F5=MAIN F7=PGUP F11=LIST		

**STEP 5: RESULT**

The prompt screen appears.

SP105A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP105AO	PAYMENT REQUEST STATUS INQUIRY PROMPT	16:31:34
08/02/2000	T	
ENTER:		
REQUESTOR ID: 0101234		SHORT NAME: GRAY U
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: _____ / ____		SHORT NAME:
ACCOUNT ID: F1R10004		
REQUESTOR REFERENCE NUMBER: _____		
REQUEST STATUS: _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED, W=WAREHOUSED, OR LEAVE BLANK FOR ALL)		
REQUEST DATE (MM/DD/CCYY) FROM: 08 / 02 / 2000 TO: 08 / 02 / 2000		
F4=MENU F5=MAIN		

**EXAMPLE FOUR**

The following example shows you how to inquire on payment requests for one Recipient Organization and one Account ID that has been established with the Control Account feature within a given date range.

< One Recipient Organization

< One Account ID

< Date Range

**STEP 1: ACTION**

Fill in the prompt screen as shown below and press Enter.

```

SP105A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP105AO          PAYMENT REQUEST STATUS INQUIRY PROMPT                16:31:34
08/02/2000      T

ENTER:

REQUESTOR ID:   0101234                      SHORT NAME:   GRAY U
RECIPIENT ID:   0101111                      SHORT NAME:   GRAY U
AGENCY LOCATION CODE/REGION:  _____ / ____ SHORT NAME:

ACCOUNT ID: F1R10005
REQUESTOR REFERENCE NUMBER:  _____

REQUEST STATUS:  _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                   W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
REQUEST DATE (MM/DD/CCYY) FROM:    08 / 02 / 2000 TO: 08 / 02 / 2000

F4=MENU F5=MAIN

```

**STEP 1: RESULT**

The following summary screen appears with all the Payment Request transactions containing draws from the specified Account ID in the date range selected.

```

SP110A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP110AO          PAYMENT REQUEST STATUS SUMMARY INQUIRY              16:34:33
08/02/2000      T
REQUESTOR ID: 0101234                      SHORT NAME:   GRAY U
RECIPIENT ID: 0101111                      SHORT NAME:   GRAY U
AGENCY LOCATION CODE/REGION:                /      SHORT NAME:
ACCOUNT ID:      F1R10005                    REQUESTOR REF NUM:
REQUEST STATUS:                REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

SEL  ALC/REGION   RO ID   REQ DATE   SETTLE DATE   TOTAL AMOUNT   ITEM   STA
--  -
_    11000001/    0101111  08/02/2000  08/03/2000    $4,000.00     004    A
_    11000001/    0101111  08/02/2000  08/03/2000    $7,000.00     004    A
_    11000001/    0101111  08/02/2000  08/04/2000    $9,000.00     003    W
_    11000001/    0101111  08/02/2000  08/03/2000    $15,000.00    003    A
_    11000001/    0101111  08/02/2000  08/03/2000    $18,000.00    003    A

F3=PRMT F4=MENU F5=MAIN                      F9=ALC F10=RO F11=ACCT

```

**STEP 2: ACTION**

Select the first payment request by typing S and pressing Enter.

```

SP110A      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP110AO     PAYMENT REQUEST STATUS SUMMARY INQUIRY           16:34:33
08/02/2000      T
REQUESTOR ID: 0101234      SHORT NAME: GRAY U
RECIPIENT ID: 0101111      SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: /      SHORT NAME:
ACCOUNT ID: F1R10005      REQUESTOR REF NUM:
REQUEST STATUS:      REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

SEL  ALC/REGION  RO ID  REQ DATE  SETTLE DATE  TOTAL AMOUNT  ITEM  STA
S    11000001/   0101111  08/02/2000  08/03/2000      $4,000.00    004   A
_    11000001/   0101111  08/02/2000  08/03/2000      $7,000.00    004   A
_    11000001/   0101111  08/02/2000  08/04/2000      $9,000.00    003   W
_    11000001/   0101111  08/02/2000  08/03/2000     $15,000.00    003   A
_    11000001/   0101111  08/02/2000  08/03/2000     $18,000.00    003   A

F3=PRMT F4=MENU F5=MAIN      F9=ALC F10=RO F11=ACCT

```

**STEP 2: RESULT**

The following screen appears with the draw for only the specified account ID shown.

```

SP112A      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP112AO     PAYMENT REQUEST STATUS INQUIRY LIST             16:36:03
08/02/2000      T
AGENCY LOCATION CODE/REGION: 11000001 /      SHORT NAME: US MONEY
RECIPIENT ID: 0101111      SHORT NAME: GRAY U
REQUEST DATE: 08/02/2000      SETTLEMENT DATE: 08/03/2000
TOTAL AMOUNT: $4,000.00      TOTAL ITEMS: 004

S  ALC/REGION  RO ID  ACCOUNT ID      AMT REQUESTED  CURR AVAIL BAL STA
_  11000001/   0101111  F1R10005      $1,000.00      $83,000.00   A

F3=PRMT F4=MENU F5=MAIN      F11=SUMM

```

**STEP 3: ACTION**

Type the letter S in the S field next to the account-level draw on the list and press Enter to see the detail information.

SP112A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP112AO	PAYMENT REQUEST STATUS INQUIRY LIST		16:36:03
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
REQUEST DATE: 08/02/2000		SETTLEMENT DATE: 08/03/2000	
TOTAL AMOUNT: \$4,000.00		TOTAL ITEMS: 004	
S	ALC/REGION	RO ID ACCOUNT ID	AMT REQUESTED CURR AVAIL BAL STA
S	11000001/	0101111 F1R10005	\$1,000.00 \$83,000.00 A
F3=PRMT F4=MENU F5=MAIN			F11=SUMM

**STEP 3: RESULT**

The following screen appears with the detailed information for the selected transaction.

SP111A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP111AO	PAYMENT REQUEST DETAIL TRANSACTION INQUIRY		16:29:53
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
REQUESTOR ID: 0101234		SHORT NAME: GRAY U	
ACCOUNT ID: F1R10005		ACTUAL SETTLEMENT DATE: 08/03/2000	
REQUEST DATE: 08/02/2000		REQUESTOR REF NUM: REQUEST 1	
REQUEST TIME: 15:52:493		REQUEST AMT: \$1,000.00	
FUNDS IMAD:			
ACH CYCLE DATE: 08/02/2000		ACH CYCLE: A	ACH BATCH NUMBER: 000000005
ACH TRACE NUMBER:			
DFI ABA NUMBER: 075000022		BANK ACCOUNT NUMBER: 50900087422	
DFI SHORT NAME:			
FURTHER CREDIT ABA:		FURTHER CREDIT SHORT NAME:	
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001			
REQUEST STATUS: QUEUED TO ACH			
USER ID OF REQUEST INITIATOR: E1XXX#			
F3=PRMT F4=MENU F5=MAIN		F9=DTL	F11=LIST

**STEP 4: ACTION**

Press F9=DTL to view the account detail IDs and amounts requested.

SP111A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP111AO	PAYMENT REQUEST DETAIL TRANSACTION INQUIRY	16:29:53
08/02/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		
RECIPIENT ID: 0101111		SHORT NAME: US MONEY
REQUESTOR ID: 0101234		SHORT NAME: GRAY U
ACCOUNT ID: F1R10005		SHORT NAME: GRAY U
REQUEST DATE: 08/02/2000		ACTUAL SETTLEMENT DATE: 08/03/2000
REQUEST TIME: 15:52:493		REQUESTOR REF NUM: REQUEST 1
FUNDS IMAD:		REQUEST AMT: \$1,000.00
ACH CYCLE DATE: 08/02/2000		ACH CYCLE: A
		ACH BATCH NUMBER: 000000005
ACH TRACE NUMBER:		
DFI ABA NUMBER: 075000022		BANK ACCOUNT NUMBER: 50900087422
DFI SHORT NAME:		
FURTHER CREDIT ABA:		FURTHER CREDIT SHORT NAME:
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001		
REQUEST STATUS: QUEUED TO ACH		
USER ID OF REQUEST INITIATOR: E1XXX#		
F3=PRMT F4=MENU F5=MAIN		F9=DTL F11=LIST

**STEP 4: RESULT**

The account detail IDs and amounts requested are displayed.

SP114B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP114BO	PAYMENT REQUEST ACCOUNT DETAILS	16:29:53
08/02/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
REQUESTOR ID: 0101234		SHORT NAME: GRAY U
ACCOUNT ID: F1R10005		SETTLEMENT DATE: 08/03/2000
ACCOUNT DETAIL ID		
AMOUNT REQUESTED		
CTRL ACCT DETAIL 1		\$500.00
CTRL ACCT DETAIL 2		\$500.00
TOTAL AMOUNT REQUESTED		\$1,000.00
F3=PRMT F4=MENU F5=MAIN		F9=DTL F11=LIST

**STEP 5: ACTION**

Press F3=PRMT to return to the Payment Request Status Inquiry Prompt screen.

SP114B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP114BO	PAYMENT REQUEST ACCOUNT DETAILS	16:29:53
08/02/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		
SHORT NAME: US MONEY		
RECIPIENT ID: 0101111		
SHORT NAME: GRAY U		
REQUESTOR ID: 0101234		
SHORT NAME: GRAY U		
ACCOUNT ID: F1R10005		
SETTLEMENT DATE: 08/03/2000		
ACCOUNT DETAIL ID	AMOUNT REQUESTED	
CTRL ACCT DETAIL 1	\$500.00	
CTRL ACCT DETAIL 2	\$500.00	
TOTAL AMOUNT REQUESTED	\$1,000.00	
F3=PRMT	F4=MENU F5=MAIN	F9=DTL F11=LIST

**STEP 5: RESULT**

The prompt screen appears.

SP105A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP105AO	PAYMENT REQUEST STATUS INQUIRY PROMPT	16:31:34
08/02/2000	T	
ENTER:		
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	
AGENCY LOCATION CODE/REGION: _____ / ____	SHORT NAME:	
ACCOUNT ID: F1R10005		
REQUESTOR REFERENCE NUMBER: _____		
REQUEST STATUS: _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,		
W=WAREHOUSED, OR LEAVE BLANK FOR ALL)		
REQUEST DATE (MM/DD/CCYY) FROM: 08 / 02 / 2000 TO: 08 / 02 / 2000		
F4=MENU F5=MAIN		

**EXAMPLE FIVE**

The following example shows you how to inquire on payment requests for one Recipient Organization and one Account ID that has been established with the Remittance Based Payment Request feature within a given date range.

< One Recipient Organization

< One Account ID

< Date Range



**STEP 1: ACTION**

Fill in the prompt screen as shown below and press Enter.

```

SP105A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP105AO         PAYMENT REQUEST STATUS INQUIRY PROMPT                16:31:34
08/02/2000      T

ENTER:

REQUESTOR ID:   0101234                      SHORT NAME:   GRAY U
RECIPIENT ID:   0101111                      SHORT NAME:   GRAY U
AGENCY LOCATION CODE/REGION:  _____ / ____ SHORT NAME:

ACCOUNT ID: F1R10006
REQUESTOR REFERENCE NUMBER: _____

REQUEST STATUS:  _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                   W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
REQUEST DATE (MM/DD/CCYY) FROM:    08 / 02 / 2000 TO: 08 / 02 / 2000

                                F4=MENU F5=MAIN

```

**STEP 1: RESULT**

The following summary screen appears with all the Payment Request transactions containing draws from the specified Account ID in the date range selected.

```

SP110A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP110AO         PAYMENT REQUEST STATUS SUMMARY INQUIRY                16:34:33
08/02/2000      T

REQUESTOR ID:   0101234                      SHORT NAME:   GRAY U
RECIPIENT ID:   0101111                      SHORT NAME:   GRAY U
AGENCY LOCATION CODE/REGION:  _____ / ____ SHORT NAME:

ACCOUNT ID:      F1R10006                      REQUESTOR REF NUM:
REQUEST STATUS:  _____ REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

SEL  ALC/REGION  RO ID  REQ DATE  SETTLE DATE  TOTAL AMOUNT  ITEM  STA
--  -
_    11000001/   0101111  08/02/2000  08/03/2000    $4,000.00    004   A
_    11000001/   0101111  08/02/2000  08/03/2000    $7,000.00    004   A
_    11000001/   0101111  08/02/2000  08/04/2000    $9,000.00    003   W
_    11000001/   0101111  08/02/2000  08/03/2000   $15,000.00    003   A
_    11000001/   0101111  08/02/2000  08/03/2000   $18,000.00    003   A

                                F3=PRMT F4=MENU F5=MAIN
                                F9=ALC F10=RO F11=ACCT

```

**STEP 2: ACTION**

Type S and press Enter to select the first payment in the list.

```

SP110A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP110AO         PAYMENT REQUEST STATUS SUMMARY INQUIRY              16:34:33
08/02/2000      T
REQUESTOR ID: 0101234          SHORT NAME: GRAY U
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION:  /          SHORT NAME:
ACCOUNT ID:      F1R10006          REQUESTOR REF NUM:
REQUEST STATUS:          REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

SEL  ALC/REGION  RO ID  REQ DATE  SETTLE DATE  TOTAL AMOUNT  ITEM  STA
S    11000001/   0101111 08/02/2000 08/03/2000    $4,000.00    004   A
_    11000001/   0101111 08/02/2000 08/03/2000    $7,000.00    004   A
_    11000001/   0101111 08/02/2000 08/04/2000    $9,000.00    003   W
_    11000001/   0101111 08/02/2000 08/03/2000   $15,000.00    003   A
_    11000001/   0101111 08/02/2000 08/03/2000   $18,000.00    003   A

F3=PRMT F4=MENU F5=MAIN          F9=ALC F10=RO F11=ACCT

```

**STEP 2: RESULT**

The following screen appears with the draw for only the specified account ID shown.

```

SP112A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP112AO         PAYMENT REQUEST STATUS INQUIRY LIST              16:36:03
08/02/2000      T
AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME: US MONEY
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
REQUEST DATE: 08/02/2000          SETTLEMENT DATE: 08/03/2000
TOTAL AMOUNT:      $4,000.00          TOTAL ITEMS: 004

S  ALC/REGION  RO ID  ACCOUNT ID          AMT REQUESTED  CURR AVAIL BAL STA
_ 11000001/   0101111 F1R10006          $1,000.00      $83,000.00   A

F3=PRMT F4=MENU F5=MAIN          F11=SUMM

```

**STEP 3: ACTION**

Type the letter S in the S field next to the account-level draw on the list and press Enter to see the detail information.

SP112A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP112AO	PAYMENT REQUEST STATUS INQUIRY LIST		16:36:03
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
REQUEST DATE: 08/02/2000		SETTLEMENT DATE: 08/03/2000	
TOTAL AMOUNT: \$4,000.00		TOTAL ITEMS: 004	
S	ALC/REGION	RO ID ACCOUNT ID	AMT REQUESTED CURR AVAIL BAL STA
S	11000001/	0101111 F1R10006	\$1,000.00 \$83,000.00 A
F3=PRMT F4=MENU F5=MAIN			F11=SUMM

**STEP 3: RESULT**

Detail on the selected transaction is displayed.

SP111A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP111AO	PAYMENT REQUEST DETAIL TRANSACTION INQUIRY		16:29:53
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
REQUESTOR ID: 0101234		SHORT NAME: GRAY U	
ACCOUNT ID: F1R10006		ACTUAL SETTLEMENT DATE: 08/03/2000	
REQUEST DATE: 08/02/2000		REQUESTOR REF NUM: REQUEST 1	
REQUEST TIME: 15:52:493		REQUEST AMT: \$1,000.00	
FUNDS IMAD:			
ACH CYCLE DATE: 08/02/2000		ACH CYCLE: A	ACH BATCH NUMBER: 000000005
ACH TRACE NUMBER:			
DFI ABA NUMBER: 075000022		BANK ACCOUNT NUMBER: 50900087422	
DFI SHORT NAME:			
FURTHER CREDIT ABA:		FURTHER CREDIT SHORT NAME:	
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001			
REQUEST STATUS: QUEUED TO ACH			
USER ID OF REQUEST INITIATOR: E1XXX#			
F3=PRMT F4=MENU F5=MAIN F6=RMIT			F11=LIST

**STEP 4: ACTION**

Press F6=RMIT to view information on remittance codes used in the request against this account.

SP111A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP111AO	PAYMENT REQUEST DETAIL TRANSACTION INQUIRY	16:29:53
08/02/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		
RECIPIENT ID: 0101111		SHORT NAME: US MONEY
REQUESTOR ID: 0101234		SHORT NAME: GRAY U
ACCOUNT ID: F1R10006		SHORT NAME: GRAY U
REQUEST DATE: 08/02/2000		ACTUAL SETTLEMENT DATE: 08/03/2000
REQUEST TIME: 15:52:493		REQUESTOR REF NUM: REQUEST 1
FUNDS IMAD:		REQUEST AMT: \$1,000.00
ACH CYCLE DATE: 08/02/2000		ACH CYCLE: A
		ACH BATCH NUMBER: 000000005
ACH TRACE NUMBER:		
DFI ABA NUMBER: 075000022		BANK ACCOUNT NUMBER: 50900087422
DFI SHORT NAME:		
FURTHER CREDIT ABA:		FURTHER CREDIT SHORT NAME:
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001		
REQUEST STATUS: QUEUED TO ACH		
USER ID OF REQUEST INITIATOR: E1XXX#		
F3=PRMT F4=MENU F5=MAIN F6=RMIT		F11=LIST

**STEP 4: RESULT**

The following screen appears with the information for the payment request having associated remittance data.

SP114B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP114BO	PAYMENT REQUEST REMITTANCE DETAILS	16:29:53
08/02/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
REQUESTOR ID: 0101234		SHORT NAME: GRAY U
ACCOUNT ID: F1R10006		SETTLEMENT DATE: 08/03/2000
ACCOUNT DETAIL ID:		
RECIPIENT REMITTANCE CODES		AMOUNT REQUESTED
HEADER CODES SUFFIX+CFDA#		\$1,000.00
1234 REMIT CODE 01		\$500.00
1234 REMIT CODE 02		\$500.00
F3=PRMT F4=MENU F5=MAIN F6=DTL		F11=LIST

**STEP 5: ACTION**

Press F4=MENU to return to the Inquiry Menu.

SP114B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP114BO	PAYMENT REQUEST ACCOUNT DETAILS	16:29:53
08/02/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		
SHORT NAME: US MONEY		
RECIPIENT ID: 0101111		
SHORT NAME: GRAY U		
REQUESTOR ID: 0101234		
SHORT NAME: GRAY U		
ACCOUNT ID: F1R10006		
SETTLEMENT DATE: 08/03/2000		
ACCOUNT DETAIL ID:		
RECIPIENT REMITTANCE CODES		
AMOUNT REQUESTED		
HEADER CODES SUFFIX+CFDA#		
\$1,000.00		
1234 REMIT CODE 01		
\$500.00		
1234 REMIT CODE 02		
\$500.00		
F3=PRMT F4=MENU F5=MAIN F6=DTL		
F11=LIST		

**STEP 5: RESULT**

The Inquiry Menu appears.

SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP100AO	INQUIRY MENU	16:43:13
08/02/2000	T	
< 1> PAYMENT REQUEST STATUS INQUIRY PROMPT		
< 2> ACCOUNT BALANCE INQUIRY PROMPT		
< 3> ACCOUNT STATEMENT INQUIRY PROMPT		
< 4> AUTHORIZATION TRANSACTION INQUIRY PROMPT		
< 5> ACCOUNT PROFILE INQUIRY		
< 6> FEDERAL PROGRAM AGENCY INQUIRY		
< 7> PAYMENT REQUESTOR INQUIRY		
< 8> RECIPIENT ORGANIZATION INQUIRY		
< 9> CFDA INQUIRY		
<10> ALC INQUIRY		
<11> RETURNED PAYMENT INQUIRY PROMPT		
<12> BOOK ENTRY ADJUSTMENT INQUIRY PROMPT		
<13> INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT		
<14> SUPER USER INQUIRY		
ENTER SELECTION NUMBER: ____		
PRESS ENTER		
F2=EXIT		
F5=MAIN		

---

---

## SECTION 3.2

### ACCOUNT BALANCE INQUIRY

This feature allows you to view the **cumulative authorizations, cumulative draws/returned payments/book entry adjustments (RP/BE)** and the **current available balances** for your ASAP Accounts, which is the amount of money available for drawdown. You have the option of requesting account balance information for a single account or a group of accounts.

You also have the option of requested an up-to-the-minute account balance (by leaving the as of date field blank) or an “as of” account balance inquiry (by specifying a date in the as of date field).

The **cumulative authorizations** column is the sum of all applied increase authorization transactions minus the sum of all applied decrease authorization transactions.

The **cumulative draws/RP/BE** is calculated as follows:

- < The sum of any **funds returned** to ASAP via your financial institution **and classified or reclassified** by an RFC back to the ASAP Account in question
- < PLUS the sum of **book entry adjustment increases**
- < MINUS the sum of **approved payment requests** (recall that the amount of a payment request is subtracted from the available balance when the request is approved, even if the funds have not yet settled at the receiving financial institution)
- < MINUS the sum of all **negative draw amounts**
- < MINUS the sum of **book entry adjustment decreases**
- < MINUS the sum of **any funds reclassified out of an account by an RFC**.

The **current available balance** is calculated as follows:

- < ~~the net of the~~ cumulative authorizations reduced by the net amount of the cumulative draws/RP/BE.
- ! The account balance shown may be **negative** if an ACH payment request was approved based on a future-dated (warehoused) authorization that will be applied on the next business day.

#### NOTE:

- < Column totals appear at the end of the list of accounts.
- < If there is a warehoused authorization for an account(s) on the list, that account(s) will be highlighted.

## GUIDE TO EXAMPLES

In this section, users will learn how to use the Account Balance Inquiry feature.

Review the following examples.

**Example 1** shows how to request an up-to-the-minute account balance.

**Example 2** shows how to request account balances as of a specified date.

**EXAMPLE 1**

Use the Account Balance Inquiry feature to inquire on the available balance for multiple accounts.

- < One Recipient Organization
- < One Federal Agency
- < Multiple Accounts



**STEP 1: ACTION**

After selecting menu option 2 from the Inquiry Menu, you will see the Account Balance Inquiry Prompt screen. Fill in the prompt screen as shown below and press Enter. Note - leave the Account ID and as of date fields blank.

SP115A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP115AO	ACCOUNT BALANCE INQUIRY PROMPT	16:39:14
08/02/2000	T	
REQUESTOR ID: 0101234		
SHORT NAME: GRAY U		
ENTER:		
AGENCY LOCATION CODE/REGION: 11000001 / ____		
SHORT NAME:		
RECIPIENT ID: 0101111		
SHORT NAME:		
ACCOUNT ID: _____		
AS OF: ____/____/____ (MM/DD/CCYY)		
F4=MENU F5=MAIN		

**STEP 1: RESULT**

The following screen appears with all account balances for criteria specified on the prompt screen. Note: the F8=PGDN indicates that there are additional account balances in this example.

SP120A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00	
SP120AO	ACCOUNT BALANCE INQUIRY DETAIL	16:40:58	
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /			
SHORT NAME: US MONEY			
RECIPIENT ID: 0101111			
SHORT NAME: GRAY U			
ACCOUNT ID	CUMULATIVE AUTHORIZATIONS	CUMULATIVE DRAWS/RP/BE	CURRENT AVAIL BAL
F1R10001	\$100,000.00	-\$17,500.00	\$82,500.00
F1R10002	\$100,000.00	-\$4,500.00	\$95,500.00
F1R10003	\$100,000.00	-\$17,000.00	\$83,000.00
F1R10004	\$110,000.00	-\$14,000.00	\$96,000.00
F3=PRMT F4=MENU F5=MAIN		F8=PGDN F9=ALC F10=RO	

**STEP 2: ACTION**

Press F3=PRMT to return to the Account Balance Inquiry Prompt screen.

SP120A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00	
SP120AO	ACCOUNT BALANCE INQUIRY DETAIL	16:40:58	
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
ACCOUNT ID	CUMULATIVE AUTHORIZATIONS	CUMULATIVE DRAWS/RP/BE	CURRENT AVAIL BAL
F1R10001	\$100,000.00	-\$17,500.00	\$82,500.00
F1R10002	\$100,000.00	-\$4,500.00	\$95,500.00
F1R10003	\$100,000.00	-\$17,000.00	\$83,000.00
F1R10004	\$110,000.00	-\$14,000.00	\$96,000.00
F3=PRMT F4=MENU F5=MAIN		F8=PGDN F9=ALC F10=RO	

**STEP 2: RESULT**

The Account Balance Inquiry screen appears.

SP115A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP115AO	ACCOUNT BALANCE INQUIRY PROMPT	16:39:14
08/02/2000	T	
REQUESTOR ID: 0101234		SHORT NAME: GRAY U
ENTER:		
AGENCY LOCATION CODE/REGION: 11000001 / __		SHORT NAME:
RECIPIENT ID: 0101111		SHORT NAME:
ACCOUNT ID: _____		
AS OF: __/__/____ (MM/DD/CCYY)		
F4=MENU F5=MAIN		

**EXAMPLE 2**

Use the Account Balance Inquiry feature to inquire on the available balance as of a specified date for multiple accounts.

- < One Recipient Organization
- < One Federal Agency
- < Multiple Accounts
- < “As Of” Date Specified

**STEP 1: ACTION**

Fill in the prompt screen as shown below and press Enter. Note - leave the Account ID field blank.

SP115A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP115AO	ACCOUNT BALANCE INQUIRY PROMPT	16:39:14
08/02/2000	T	
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
ENTER:		
AGENCY LOCATION CODE/REGION: 11000001 / ____	SHORT NAME:	
RECIPIENT ID: 0101111	SHORT NAME:	
ACCOUNT ID: _____		
AS OF: 08/01/2000	(MM/DD/CCYY)	
F4=MENU F5=MAIN		

**STEP 1: RESULT**

The following screen appears with all account balances for criteria specified on the prompt screen. Note: the F8=PGDN indicates that there are additional account balances in this example.

SP120A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00	
SP120AO	ACCOUNT BALANCE INQUIRY DETAIL	16:40:58	
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /	SHORT NAME: US MONEY		
RECIPIENT ID: 0101111	SHORT NAME: GRAY U		
AS OF: 08/01/2000			
ACCOUNT ID	CUMULATIVE AUTHORIZATIONS	CUMULATIVE DRAWS/RP/BE	CURRENT AVAIL BAL
F1R10001	\$50,000.00	-\$17,500.00	\$32,500.00
F1R10002	\$50,000.00	-\$4,500.00	\$45,500.00
F1R10003	\$50,000.00	-\$17,000.00	\$33,000.00
F1R10004	\$61,000.00	-\$14,000.00	\$47,000.00
F3=PRMT F4=MENU F5=MAIN		F8=PGDN F9=ALC F10=RO	

**STEP 2: ACTION**

Press F4=MENU to return to the Inquiry Menu.

SP120A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00	
SP120AO	ACCOUNT BALANCE INQUIRY DETAIL	16:40:58	
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
AS OF: 08/01/2000			
ACCOUNT ID	CUMULATIVE AUTHORIZATIONS	CUMULATIVE DRAWS/RP/BE	CURRENT AVAIL BAL
F1R10001	\$50,000.00	-\$17,500.00	\$32,500.00
F1R10002	\$50,000.00	-\$4,500.00	\$45,500.00
F1R10003	\$50,000.00	-\$17,000.00	\$33,000.00
F1R10004	\$61,000.00	-\$14,000.00	\$47,000.00
F3=PRMT F4=MENU F5=MAIN		F8=PGDN F9=ALC F10=RO	

**STEP 2: RESULT**

The Inquiry Menu appears.

SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP100AO	INQUIRY MENU	16:43:13
08/02/2000	T	
 < 1> PAYMENT REQUEST STATUS INQUIRY PROMPT < 2> ACCOUNT BALANCE INQUIRY PROMPT < 3> ACCOUNT STATEMENT INQUIRY PROMPT < 4> AUTHORIZATION TRANSACTION INQUIRY PROMPT < 5> ACCOUNT PROFILE INQUIRY < 6> FEDERAL PROGRAM AGENCY INQUIRY < 7> PAYMENT REQUESTOR INQUIRY < 8> RECIPIENT ORGANIZATION INQUIRY < 9> CFDA INQUIRY <10> ALC INQUIRY <11> RETURNED PAYMENT INQUIRY PROMPT <12> BOOK ENTRY ADJUSTMENT INQUIRY PROMPT <13> INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT <14> SUPER USER INQUIRY  ENTER SELECTION NUMBER: ____ PRESS ENTER		
F2=EXIT		F5=MAIN

## SECTION 3.3

### ACCOUNT STATEMENT INQUIRY

This feature allows you to display account statements for any of your ASAP accounts.

The account statement presents the beginning balance, ending balance, and transactions that affected the account's available balance for a specified time period. You may request account statements for **any period of up to 93 calendar days** in the account's history, provided the period does not extend beyond the current date. You may review the entire statement history for an account in 93-day increments, from the date of the first account activity up to the current date.

Transactions displayed include **applied authorizations** (increases and decreases), **approved payment requests including negative draws, book entry adjustments, cancellations and classified and reclassified returned payments** (increases and decreases). Account statement transactions appear in ascending order according to the **date and time at which the transactions updated the available balance**.

**Authorization transactions** that have altered the account's available balance are shown on the Account Statement as of the **applied date**. Authorization transactions effective on a future date will not appear on the Account Statement. Future dated authorizations may be viewed using the Authorization Transaction Inquiry feature.

A **payment transaction** is reflected on the Account Statement when the payment request is **approved**. Approved payment requests update the available balance immediately even if funds will be transferred via ACH. Negative draws and canceled payment requests appear as increases to the available balance.

**Book Entry Adjustments**, which move funds between ASAP accounts within a given Agency Location Code/Region, are also reflected in the Account Statement. Book entry adjustments appear according to the date on which the adjustment was posted.

**Returned Payments** are funds returned to the ASAP system by a receiving financial institution. Returned Payments are shown on the Account Statement on the date the returned payment was **classified or reclassified** by an RFC to the ASAP account. The classified date of a returned payment may or may not be the same as the date the returned payment was received by the ASAP system. The RFCs have the ability to reclassify a returned payment if it was incorrectly classified initially. Payments reclassified into an account will be in the increases column. Payments reclassified out of an account will be in the decreases column.

! The account statement may show a **negative balance** if an ACH payment request was approved based on a future-dated (warehoused) authorization that will be applied on the next business day.

## SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in this Inquiry feature:

- < **Date From and To** - refer **only** to the dates on which a transaction **updated the available balance** for an ASAP Account. They do not necessarily mean “effective date” for authorizations or “settlement date” for payment requests.
- < **Type** - This column on the account statement indicates the transaction type of an increase or decrease to the available balance. Values are:
  - AU - applied authorization transactions
  - PY - approved payment requests
  - BE - posted book entry adjustments
  - RP - classified returned payments
  - CN - canceled payments
- < **Effective Date** - For authorizations, this is the date the Federal Agency specifies for the authorization transaction to update the available balance. If prior to the date the transaction was certified by the agency, the authorization is applied (balance is updated) ON the date certified. For payment requests, the effective date is the settlement date.
- < **AppliedDate** - For authorizations, this is the date on which the authorization affected the account balance. For payment requests, this is the date the request was approved in ASAP.
- < If there are any **Warehoused authorization(s)** for the account being viewed, a message appears at the bottom of the screen informing the user of that fact.
- < **Account Detail** - Associated with Control Account. It may represent projects or programs within the grant. The grantee will be required to draw at the Account Detail level, thus providing the Agency with more specific information how grant funds are being expended.

## HOW TO BUILD YOUR INQUIRY

Data must be entered in the Account ID field, ALC/Region field, Recipient ID field and the From and To Dates field in order to build an account statement inquiry. The Account Detail ID field may be completed to view activity by account detail for control accounts. If the Account Detail ID is entered, beginning and ending account balances are not displayed and only transactions related to the account detail are displayed.

**GUIDE TO EXAMPLE**

In this section, users will learn how to use the Account Statement Inquiry feature.

Review the following example.



**EXAMPLE**

Use the Account Statement Inquiry feature to inquire on your account statement transactions.

- < One Account ID
- < One Agency Location Code
- < One Recipient ID
- < Date Range

**STEP 1: ACTION**

After selecting menu option 3 from the Inquiry Menu, you will see the Account Statement Inquiry Prompt screen. Complete the highlighted fields shown below and press Enter.

SP125A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP125AO	ACCOUNT STATEMENT INQUIRY PROMPT	16:44:03
08/02/2000	T	
ENTER:		
ACCOUNT ID:	F1R10002	
ACCOUNT DETAIL ID:	_____	
AND AGENCY LOCATION CODE/REGION:	11000001 / ____	SHORT NAME:
AND RECIPIENT ID:	0101111	SHORT NAME:
AND FROM	08 / 02 / 2000	TO 08 / 02 / 2000
F4=MENU F5=MAIN		

**STEP 1: RESULT**

The following screen appears showing all account statement transactions for the criteria specified on the prompt screen.

SP130A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP130AO	ACCOUNT STATEMENT INQUIRY	16:45:46
08/02/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 / SHORT NAME: US MONEY		
RECIPIENT ID: 0101111 SHORT NAME: GRAY U		
ACCOUNT ID: F1R10002 FROM: 08/02/2000 TO 08/02/2000		
ACCOUNT DETAIL:		
BEGINNING DATE: 08/02/2000		
BEGINNING BALANCE: \$.00		
APPL. DATE	EFF. DATE	TYPE
08/02/2000	08/02/2000	AU
		INCREASES
		DECREASES
08/02/2000	08/03/2000	PY
08/02/2000	08/03/2000	PY
08/02/2000	08/04/2000	PY
ENDING DATE: 08/02/2000		ENDING BALANCE: \$95,500.00
F3=PRMT F4=MENU F5=MAIN		F11=ACCT

**STEP 2: ACTION**

Press F4=MENU to return to the Inquiry Menu.

SP130A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP130AO	ACCOUNT STATEMENT INQUIRY		16:45:46
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 / SHORT NAME: US MONEY			
RECIPIENT ID: 0101111 SHORT NAME: GRAY U			
ACCOUNT ID: F1R10002 FROM: 08/02/2000 TO 08/02/2000			
ACCOUNT DETAIL:			
BEGINNING DATE:			
08/02/2000		BEGINNING BALANCE:	\$ .00
APPL. DATE	EFF. DATE	TYPE	INCREASES DECREASES
08/02/2000	08/02/2000	AU	\$100,000.00
08/02/2000	08/03/2000	PY	\$1,000.00
08/02/2000	08/03/2000	PY	\$1,000.00
08/02/2000	08/04/2000	PY	\$2,500.00
ENDING DATE: 08/02/2000		ENDING BALANCE:	\$95,500.00
F3=PRMT F4=MENU F5=MAIN		F11=ACCT	

**STEP 2: RESULT**

The Inquiry Menu appears.

SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP100AO	INQUIRY MENU		16:46:51
08/02/2000	T		
< 1> PAYMENT REQUEST STATUS INQUIRY PROMPT			
< 2> ACCOUNT BALANCE INQUIRY PROMPT			
< 3> ACCOUNT STATEMENT INQUIRY PROMPT			
< 4> AUTHORIZATION TRANSACTION INQUIRY PROMPT			
< 5> ACCOUNT PROFILE INQUIRY			
< 6> FEDERAL PROGRAM AGENCY INQUIRY			
< 7> PAYMENT REQUESTOR INQUIRY			
< 8> RECIPIENT ORGANIZATION INQUIRY			
< 9> CFDA INQUIRY			
<10> ALC INQUIRY			
<11> RETURNED PAYMENT INQUIRY PROMPT			
<12> BOOK ENTRY ADJUSTMENT INQUIRY PROMPT			
<13> INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT			
<14> SUPER USER INQUIRY			
ENTER SELECTION NUMBER: ____			
PRESS ENTER			
F2=EXIT		F5=MAIN	

## SECTION 3.4

### AUTHORIZATION TRANSACTION INQUIRY

This feature allows you to display information on all authorization transactions affecting your ASAP Accounts in a specified date range.

The user may inquire on all authorizations **entered** during the date range specified, regardless of whether the authorizations became effective during that time. The prompt screen can be used to specify one or more accounts. Based upon the criteria specified on the prompt screen, the AUTHORIZATION TRANSACTION SUMMARY INQUIRY SCREEN is displayed. The user may select an authorization transaction from the summary screen on which to view detailed information.

#### SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in this Inquiry feature.

**Authorization Date** - Date that authorization was entered into system. Range is less than or equal to 93 days.

**Effective Date** - The date the Federal Agency specifies for the authorization transaction to update the available balance. If prior to current date, authorization is applied (balance is updated) ON the current date. See "Applied Date".

**Applied Date** - The applied date for authorization transactions is the date in which the authorization affected the account balance. This is usually the date on which the Federal Agency certified the authorization.

**STA** - Indicates the status of each authorization: "A" for applied, "U" for uncertified, and "W" for warehoused, "R" for Rejected.

**I/D** - Indicates whether the authorization amount will be an increase (I), or a decrease (D).

#### HOW TO BUILD YOUR INQUIRY

In order to view the authorization information for an ASAP account, you must specify a valid combination of:

the **Agency Location Code/ Region** of the Federal Agency providing funds,

the **Recipient ID** of the Recipient Organization using the funds, and

the **Authorization Date To - From** - used to identify the date range the funds were authorized.

## **GUIDE TO EXAMPLE**

In this section, users will learn how to use the Authorization Transaction Inquiry feature.  
Review the following example.

**EXAMPLE**

Use the Authorization Transaction Inquiry feature to inquire on the authorized transactions made for a specific Recipient Organization - Federal Agency combination.

- < One Recipient Organization
- < One Federal Agency
- < Multiple Accounts

**STEP 1: ACTION**

After selecting menu option 4 from the Inquiry Menu, you will see the Authorization Transaction Inquiry Prompt screen. Complete the highlighted fields shown below and press Enter.

SP135A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP135AO	AUTHORIZATION TRANSACTION INQUIRY PROMPT	16:48:02
08/02/2000	T	
ENTER:		
AGENCY LOCATION CODE/REGION:	11000001 / __	SHORT NAME:
RECIPIENT ID:	0101111	SHORT NAME:
ACCOUNT ID:	_____	
GROUP ID:	_____	
AGENCY REFERENCE NUMBER:	_____	
AUTHORIZATION DATE FROM:	08 / 02 / 2000	TO: 08 / 02 / 2000
F4=MENU F5=MAIN		

**STEP 1: RESULT**

The following screen appears with all the Authorization Transaction Summary information for the criteria specified on the prompt screen.

SP140A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00																																			
SP140AO	AUTHORIZATION TRANSACTION SUMMARY INQUIRY	16:49:59																																			
08/02/2000	T																																				
AGENCY LOCATION CODE/REGION:	11000001 /	SHORT NAME: US MONEY																																			
RECIPIENT ID:	0101111	SHORT NAME: GRAY U																																			
AGENCY REFERENCE NUMBER:																																					
AUTHORIZATION DATE FROM:	08/02/2000	TO: 08/02/2000																																			
<table border="0"> <thead> <tr> <th>S</th> <th>GROUP</th> <th>ACCOUNT ID</th> <th>AUTHORIZATION AMT</th> <th>I/D</th> <th>EFFECT DTE</th> <th>STA</th> </tr> </thead> <tbody> <tr> <td>_</td> <td>INQUIRY</td> <td>F1R10001</td> <td>\$ 100,000.00</td> <td>I</td> <td>08/02/2000</td> <td>A</td> </tr> <tr> <td>_</td> <td>INQUIRY</td> <td>F1R10002</td> <td>\$ 100,000.00</td> <td>I</td> <td>08/02/2000</td> <td>A</td> </tr> <tr> <td>_</td> <td>INQUIRY</td> <td>F1R10003</td> <td>\$ 100,000.00</td> <td>I</td> <td>08/02/2000</td> <td>A</td> </tr> <tr> <td>_</td> <td>INQUIRY</td> <td>F1R10004</td> <td>\$ 110,000.00</td> <td>I</td> <td>08/02/2000</td> <td>A</td> </tr> </tbody> </table>			S	GROUP	ACCOUNT ID	AUTHORIZATION AMT	I/D	EFFECT DTE	STA	_	INQUIRY	F1R10001	\$ 100,000.00	I	08/02/2000	A	_	INQUIRY	F1R10002	\$ 100,000.00	I	08/02/2000	A	_	INQUIRY	F1R10003	\$ 100,000.00	I	08/02/2000	A	_	INQUIRY	F1R10004	\$ 110,000.00	I	08/02/2000	A
S	GROUP	ACCOUNT ID	AUTHORIZATION AMT	I/D	EFFECT DTE	STA																															
_	INQUIRY	F1R10001	\$ 100,000.00	I	08/02/2000	A																															
_	INQUIRY	F1R10002	\$ 100,000.00	I	08/02/2000	A																															
_	INQUIRY	F1R10003	\$ 100,000.00	I	08/02/2000	A																															
_	INQUIRY	F1R10004	\$ 110,000.00	I	08/02/2000	A																															
F3=PRMT F4=MENU F5=MAIN																																					
F9=ALC F10=RO																																					

**STEP 2: ACTION**

Type the letter S in the select field next to the authorization transaction for which you want to see detailed information and press Enter.

SP140A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00			
SP140AO	AUTHORIZATION TRANSACTION SUMMARY INQUIRY	16:49:59			
08/02/2000	T				
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY			
RECIPIENT ID: 0101111		SHORT NAME: GRAY U			
AGENCY REFERENCE NUMBER:					
AUTHORIZATION DATE FROM: 08/02/2000 TO: 08/02/2000					
S	GROUP	ACCOUNT ID	AUTHORIZATION AMT	I/D EFFECT DTE	STA
S	INQUIRY	F1R10001	\$ 100,000.00	I 08/02/2000	A
_	INQUIRY	F1R10002	\$ 100,000.00	I 08/02/2000	A
_	INQUIRY	F1R10003	\$ 100,000.00	I 08/02/2000	A
_	INQUIRY	F1R10004	\$ 110,000.00	I 08/02/2000	A
F3=PRMT F4=MENU F5=MAIN			F9=ALC F10=RO		

**STEP 2: RESULT**

The following screen appears with the detailed information for the selected authorization transaction.

SP141A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP141AO	AUTHORIZATION TRANSACTION DETAIL INQUIRY	16:51:37
08/02/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
ACCOUNT ID: F1R10001		
GROUP ID: INQUIRY		
AGENCY REFERENCE NUMBER:		
AUTHORIZATION AMOUNT: \$ 100,000.00 INCREASE/DECREASE IND: I		
EFFECTIVE DT: 08/02/2000 APPLIED DT: 08/02/2000 CERTIFY DT: 08/02/2000		
AUTHORIZATION SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001 15:40:20		
AUTHORIZATION STATUS: A		
REJECT REASON:		
INITIATOR: E1XXX0#		CERTIFIER: T1XXX0#
F3=PRMT F4=MENU F5=MAIN		F11=LIST



**STEP 3: ACTION**

Press F11=LIST to return to the Authorization Summary Inquiry screen.

SP141A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP141AO	AUTHORIZATION TRANSACTION DETAIL INQUIRY	16:51:37
08/02/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
ACCOUNT ID: F1R10001		
GROUP ID: INQUIRY		
AGENCY REFERENCE NUMBER:		
AUTHORIZATION AMOUNT: \$ 100,000.00		INCREASE/DECREASE IND: I
EFFECTIVE DT: 08/02/2000	APPLIED DT: 08/02/2000	CERTIFY DT: 08/02/2000
AUTHORIZATION SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001 15:40:20		
AUTHORIZATION STATUS: A		
REJECT REASON:		
INITIATOR: E1XXX0#		CERTIFIER: T1XXX0#
F3=PRMT F4=MENU F5=MAIN		F11=LIST

**STEP 3: RESULT**

The following screen appears, allowing for the selection of another transaction.

SP140A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00				
SP140AO	AUTHORIZATION TRANSACTION SUMMARY INQUIRY	16:52:15				
08/02/2000	T					
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY				
RECIPIENT ID: 0101111		SHORT NAME: GRAY U				
AGENCY REFERENCE NUMBER:						
AUTHORIZATION DATE FROM: 08/02/2000 TO: 08/02/2000						
S	GROUP	ACCOUNT ID	AUTHORIZATION AMT	I/D	EFFECT DTE	STA
_	INQUIRY	F1R10001	\$ 100,000.00	I	08/02/2000	A
_	INQUIRY	F1R10002	\$ 100,000.00	I	08/02/2000	A
_	INQUIRY	F1R10003	\$ 100,000.00	I	08/02/2000	A
_	INQUIRY	F1R10004	\$ 110,000.00	I	08/02/2000	A
F3=PRMT F4=MENU F5=MAIN			F9=ALC F10=RO			

**STEP 4: ACTION**

Press F4=MENU to return to the Inquiry Menu.

SP140A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00				
SP140AO	AUTHORIZATION TRANSACTION SUMMARY INQUIRY	16:52:15				
08/02/2000	T					
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY				
RECIPIENT ID: 0101111		SHORT NAME: GRAY U				
AGENCY REFERENCE NUMBER:						
AUTHORIZATION DATE FROM: 08/02/2000 TO: 08/02/2000						
S	GROUP	ACCOUNT ID	AUTHORIZATION AMT	I/D	EFFECT DTE	STA
_	INQUIRY	F1R10001	\$ 100,000.00	I	08/02/2000	A
_	INQUIRY	F1R10002	\$ 100,000.00	I	08/02/2000	A
_	INQUIRY	F1R10003	\$ 100,000.00	I	08/02/2000	A
_	INQUIRY	F1R10004	\$ 110,000.00	I	08/02/2000	A
F3=PRMT F4=MENU F5=MAIN			F9=ALC F10=RO			

**STEP 4: RESULT**

The Inquiry Menu appears.

SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP100AO	INQUIRY MENU	16:53:33
08/02/2000	T	
< 1> PAYMENT REQUEST STATUS INQUIRY PROMPT		
< 2> ACCOUNT BALANCE INQUIRY PROMPT		
< 3> ACCOUNT STATEMENT INQUIRY PROMPT		
< 4> AUTHORIZATION TRANSACTION INQUIRY PROMPT		
< 5> ACCOUNT PROFILE INQUIRY		
< 6> FEDERAL PROGRAM AGENCY INQUIRY		
< 7> PAYMENT REQUESTOR INQUIRY		
< 8> RECIPIENT ORGANIZATION INQUIRY		
< 9> CFDA INQUIRY		
<10> ALC INQUIRY		
<11> RETURNED PAYMENT INQUIRY PROMPT		
<12> BOOK ENTRY ADJUSTMENT INQUIRY PROMPT		
<13> INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT		
<14> SUPER USER INQUIRY		
ENTER SELECTION NUMBER: ____		
PRESS ENTER		
F2=EXIT		F5=MAIN

---

## SECTION 3.5

### ACCOUNT PROFILE INQUIRY

Each ASAP Account has a **profile** in the system containing information about the account. The profiles are created and maintained by the Federal Agency administering the associated program(s). The Account Profile Inquiry feature allows you to view the profile for any of your ASAP Accounts.

### HOW TO BUILD YOUR INQUIRY

In order to view the profile for an ASAP Account, you must specify a valid combination of:

- < the **Agency Location Code / Region** of the Federal Agency providing funds,
- < the **Recipient ID** of the Recipient Organization using the funds, and
- < the **Account ID** used to identify and track the funds.

### SCREEN FIELDS TO NOTE

In addition to the three elements used to identify each ASAP Account (**Agency Location Code / Region**, **Recipient ID**, and **Account ID**), each account profile contains some or all of the following items:

- < **Account Description** - A title or other description of the ASAP Account as entered by the Federal Agency.
- < **Account Status Indicator** - There are three possible Account Statuses:

Open - The account is available and active, which means that payment requests, authorization transactions, returned payments, and book entry adjustments may be processed against it.

Suspended - Payment activity is on hold. Inquiries may be made on the account, and returned payments and authorization transactions are allowed, but payment requests and book entry adjustments will not be accepted.

Closed - The account is no longer open. Inquiries may be made on the account, but no payment requests, authorization transactions, returned payments, or book entry adjustments are allowed against it.

- < **BudgetPeriodEnd Date** - Allows the Federal Agencies to record the date up to which expenses related to this program may be incurred by the Recipient. This is strictly an information field, used at the discretion of the Federal Agency.
- < **Requestor ID** - The Payment Requestor specified in the account profile is the only organization authorized to draw funds from this ASAP Account.
- < **Control Account** - used by the Federal Agency to specify if the account is a control account. Control accounts require payment requests to be made at an account detail level versus the account level. Account details may represent projects, programs, or budgetary line items. If the account is a control account, then the Account Details for the account can be seen by pressing F9. If the account is not a control account, F9 is not displayed.
- < **ASAP1031 Indicator** - used by the Federal Agency to specify whether payment requests against the account may be initiated by 1031 wire messages by an authorized financial institution. The use of 1031 wire messages in ASAP is limited to Federal programs operating in a checks-paid environment, where a financial institution serves as the payment requestor drawing funds to cover checks paid by it on behalf of a Federal Agency. An indicator of Y means 1031 wire messages are allowed for payments against an ASAP Account, and an indicator of N means they are not.
- < **Group ID** - The Federal Agency maintaining this ASAP Account may assign Group IDs to their accounts at their discretion to group related accounts. Group IDs have no effect on ASAP Accounts for payment request purposes.
- < **BeginDate** - may be used by the Federal Agency to indicate the date on which the grant period starts.
- < **End Date** - may be used by the Federal Agency to indicate the date on which the grant period ends. If an End Date is indicated on an account profile, the Account Status automatically changes to Suspended on the day following the End Date, and no payment requests may be made against that account **after** the End Date. However, the system allows payment requests to be made up to and including the End Date for settlement on the End Date or on a future date.
- < **CMIA Indicator** - may be used by the Federal Agency to specify whether the ASAP Account (Y) is or (N) is not covered by the Cash Management Improvement Act (CMIA).
- < **CFDA Number** - may be used by the Federal Agency to indicate the Catalog of Federal Domestic Assistance (CFDA) Number associated with this ASAP Account.
- < **Create Date** - the date stamp assigned by the system when the account profile is created.
- < **TotalEstimated Grant Amount** - may be used by the Federal Agency to indicate the estimated total grant award.

- < **Cumulative Authorized Amount** - the net of all authorization activity for the account. It equals the sum of all applied increase authorizations minus all applied decrease authorizations.
- < **Available Balance** - the net of all transaction activity against the account. It includes the cumulative authorized amount, plus returned payments, plus book entry increases, minus approved payment requests, minus book entry decreases.
- < **Payment Warehouse Indicator** - may be used by the Federal Agency to prevent a payment from being warehoused against the ASAP account.
- < **Book Entry Adjustment** - used by the Federal Agency to indicate if book entry adjustments may be made against an ASAP account. Book entry adjustments enable a payment requestor or Federal Agency to correct errors between ASAP accounts that share the same Agency Location Code / Region. If a requestor drew from account A and should have drawn from account B, the Book entry adjustment feature would be used to credit the money back to A and debit it out of B. Book entry adjustments always result in a net zero transaction.
- < **Agency Review/Maximum Draw Parameters** - Agency Review may be set by the Federal Agency so that draws equal to or greater than the designated threshold amount are held until the Agency approves or rejects them. Maximum Draw Amount is an additional system edit specified by the Federal Agency so that draws against the account cannot exceed the designated daily, monthly, quarterly or total maximum draw amounts. If a Federal Agency has specified Agency Review and/or Maximum Draw Amount parameters for an account, there will be an F8 function key on the Account Profile Inquiry screen to allow you to view the parameters. If the account is not subject to Agency Review or Maximum Draw, there will be no F8 function key on the Account Profile.

## GUIDE TO EXAMPLE

In this section, users will learn how to use the Account Profile Inquiry feature.

Review the following examples.

**EXAMPLE ONE**

Use the Account Profile Inquiry to view the profile for any of your ASAP accounts.

- < One Agency Location Code
- < One Recipient ID
- < Account ID

**STEP 1: ACTION**

After selecting menu option 5 from the Inquiry Menu, you will see the Account Profile Inquiry screen. Complete the highlighted fields shown below and press Enter.

SP065A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065AO	ACCOUNT PROFILE INQUIRY	16:54:34
08/02/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 / ____		SHORT NAME:
RECIPIENT ID: 0101111		SHORT NAME:
ACCOUNT ID: F1R10003 ____		
ACCOUNT DESCRIPTION:		CTRL ACCT (Y/N)
ACCT STATUS INDICATOR (O/S/C):		ASAP 1031 (Y/N)
REQUESTOR ID:		PYMNT WAREHOUSE IND(Y/N)
GROUP ID:		CFDA NUMBER:
BEGIN DATE: / /		ALLOW BE ADJ (Y/N)
END DATE: / /		CMIA INDICATOR (Y/N)
CREATE DATE:		BUDGET PERIOD END DATE: / /
TOTAL ESTIMATED GRANT AMOUNT:		
CUMULATIVE AUTHORIZED AMOUNT:		
AVAILABLE BALANCE:		
F4=MENU F5=MAIN		

**STEP 1: RESULT**

The Account Profile Inquiry screen appears with the information about the inquired account displayed. You will just remain on this screen to go to the next example.

SP065A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065AO	ACCOUNT PROFILE INQUIRY	16:55:46
08/02/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
ACCOUNT ID: F1R10003		
ACCOUNT DESCRIPTION: ACCOUNT 3		CTRL ACCT (Y/N) N
ACCT STATUS INDICATOR (O/S/C): O		ASAP 1031 (Y/N) N
REQUESTOR ID: 0101234		PYMNT WAREHOUSE IND(Y/N) Y
GROUP ID: INQUIRY		CFDA NUMBER:
BEGIN DATE: 08/02/2000		ALLOW BE ADJ (Y/N) Y
END DATE: 11/15/2000		CMIA INDICATOR (Y/N) N
CREATE DATE: 08/02/2000		BUDGET PERIOD END DATE: 09/30/2000
TOTAL ESTIMATED GRANT AMOUNT: \$0.00		
CUMULATIVE AUTHORIZED AMOUNT: \$100,000.00		
AVAILABLE BALANCE: \$83,000.00		
F4=MENU F5=MAIN		
I0009 INQUIRY SUCCESSFUL.		

**EXAMPLE TWO**

Use the Account Profile Inquiry to view the profile for any of your ASAP accounts.

- < One Agency Location Code
- < One Recipient ID
- < Account ID for Control Account



**STEP 1: ACTION**

Enter the account ID as shown below and press Enter.

SP065A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065AO	ACCOUNT PROFILE INQUIRY	13:41:00
08/03/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 / ____		SHORT NAME:
RECIPIENT ID: 01011111		SHORT NAME:
ACCOUNT ID: F1R10001____		
ACCOUNT DESCRIPTION:		CTRL ACCT (Y/N)
ACCT STATUS INDICATOR (O/S/C):		ASAP 1031 (Y/N)
REQUESTOR ID:		PYMNT WAREHOUSE IND(Y/N)
GROUP ID:	CFDA NUMBER:	ALLOW BE ADJ (Y/N)
BEGIN DATE: / /	END DATE: / /	CMIA INDICATOR (Y/N)
CREATE DATE:	BUDGET PERIOD END DATE: / /	
TOTAL ESTIMATED GRANT AMOUNT:		
CUMULATIVE AUTHORIZED AMOUNT:		
AVAILABLE BALANCE:		
F4=MENU F5=MAIN		

**STEP 1: RESULT**

The Account Profile Inquiry screen appears with the information about the inquired account displayed. Based on the "Y" listed by the CTRL ACCT flag and the F9=DTL key listed on the bottom of the screen, it signifies that this is a control account.

SP065A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065AO	ACCOUNT PROFILE INQUIRY	13:43:51
08/03/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY
RECIPIENT ID: 01011111		SHORT NAME: GRAY U
ACCOUNT ID: F1R10001		
ACCOUNT DESCRIPTION: ACCOUNT 1		CTRL ACCT (Y/N) <b>Y</b>
ACCT STATUS INDICATOR (O/S/C): O		ASAP 1031 (Y/N) N
REQUESTOR ID: 0101234		PYMNT WAREHOUSE IND(Y/N) Y
GROUP ID: INQUIRY	CFDA NUMBER:	ALLOW BE ADJ (Y/N) Y
BEGIN DATE: 08 / 02 / 2000	END DATE: / /	CMIA INDICATOR (Y/N)
CREATE DATE: 08/02/2000	BUDGET PERIOD END DATE: / /	
TOTAL ESTIMATED GRANT AMOUNT: \$0.00		
CUMULATIVE AUTHORIZED AMOUNT: \$100,000.00		
AVAILABLE BALANCE: \$81,500.00		
F4=MENU F5=MAIN		<b>F9=DTL</b>
I0009 INQUIRY SUCCESSFUL.		

**STEP 2: ACTION**

Press F9=DTL to inquire on the account details assigned to this account.

SP065A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065AO	ACCOUNT PROFILE INQUIRY	13:43:51
08/03/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
ACCOUNT ID: F1R10001		
ACCOUNT DESCRIPTION: ACCOUNT 1		CTRL ACCT (Y/N) Y
ACCT STATUS INDICATOR (O/S/C): O		ASAP 1031 (Y/N) N
REQUESTOR ID: 0101234		PYMNT WAREHOUSE IND(Y/N) Y
GROUP ID: INQUIRY	CFDA NUMBER:	ALLOW BE ADJ (Y/N) Y
BEGIN DATE: 08 / 02 / 2000	END DATE: / /	CMIA INDICATOR (Y/N)
CREATE DATE: 08/02/2000	BUDGET PERIOD END DATE: / /	
TOTAL ESTIMATED GRANT AMOUNT: \$0.00		
CUMULATIVE AUTHORIZED AMOUNT: \$100,000.00		
AVAILABLE BALANCE: \$81,500.00		
F4=MENU F5=MAIN		F9=DTL
I0009 INQUIRY SUCCESSFUL.		

**STEP 2: RESULT**

The Account Detail Inquiry screen appears.

SP067A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00	
SP067AO	ACCOUNT DETAIL INQUIRY	13:49:58	
08/03/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
ACCOUNT ID: F1R10001	AVAILABLE BALANCE:	\$81,500.00	
ACCOUNT DESCRIPTION: ACCOUNT 1			
TOTAL CUMULATIVE DRAW LIMIT:		\$100,000.00	
ACCOUNT DETAIL ID	STATUS (O/S/C)	CUMULATIVE DRAW LIMIT	CUMULATIVE DRAWS/BE/RP TO DATE
ACCOUNT DETAIL 1	O	\$50,000.00	\$9,000.00-
ACCOUNT DETAIL 2	O	\$50,000.00	\$9,500.00-
F4=MENU F5=MAIN		F11=ACCT	

**STEP 3: ACTION**

Press F11=ACCT to return to the Account Profile Inquiry screen.

SP067A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP067AO	ACCOUNT DETAIL INQUIRY	13:49:58
08/03/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		
SHORT NAME: US MONEY		
RECIPIENT ID: 0101111		
SHORT NAME: GRAY U		
ACCOUNT ID: F1R10001 AVAILABLE BALANCE: \$81,500.00		
ACCOUNT DESCRIPTION: ACCOUNT 1		
TOTAL CUMULATIVE DRAW LIMIT: \$100,000.00		
ACCOUNT DETAIL ID	STATUS (O/S/C)	CUMULATIVE DRAW LIMIT
		CUMULATIVE DRAWS/BE/RP TO DATE
ACCOUNT DETAIL 1	O	\$50,000.00
ACCOUNT DETAIL 2	O	\$50,000.00
		\$9,000.00-
		\$9,500.00-
F4=MENU F5=MAIN		F11=ACCT

**STEP 3: RESULT**

The Account Profile Inquiry screen is displayed.

SP065A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065AO	ACCOUNT PROFILE INQUIRY	13:43:51
08/03/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		
SHORT NAME: US MONEY		
RECIPIENT ID: 0101111		
SHORT NAME: GRAY U		
ACCOUNT ID: F1R10001		
ACCOUNT DESCRIPTION: ACCOUNT 1		
CTRL ACCT (Y/N) Y		
ACCT STATUS INDICATOR (O/S/C): O		
ASAP 1031 (Y/N) N		
REQUESTOR ID: 0101234		
PYMNT WAREHOUSE IND(Y/N) Y		
GROUP ID: INQUIRY		
CFDA NUMBER: ALLOW BE ADJ (Y/N) Y		
BEGIN DATE: 08 / 02 / 2000		
END DATE: / / CMIA INDICATOR (Y/N)		
CREATE DATE: 08/02/2000		
BUDGET PERIOD END DATE: / /		
TOTAL ESTIMATED GRANT AMOUNT: \$0.00		
CUMULATIVE AUTHORIZED AMOUNT: \$100,000.00		
AVAILABLE BALANCE: \$81,500.00		
F4=MENU F5=MAIN		F9=DTL
I0009 INQUIRY SUCCESSFUL.		

**EXAMPLE THREE**

Use the Account Profile Inquiry to view the profile for any of your ASAP accounts.

- < One Agency Location Code
- < One Recipient ID
- < Account ID which has Agency Review Criteria/Maximum Draw Limits associated with it

**STEP 1: ACTION**

Enter the account ID as shown below and press Enter.

SP065A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065AO	ACCOUNT PROFILE INQUIRY	14:16:03
08/03/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 / ____		SHORT NAME:
RECIPIENT ID: 0101111		SHORT NAME:
ACCOUNT ID: F1R10002____		
ACCOUNT DESCRIPTION:		CTRL ACCT (Y/N)
ACCT STATUS INDICATOR (O/S/C):		ASAP 1031 (Y/N)
REQUESTOR ID:		PYMNT WAREHOUSE IND(Y/N)
GROUP ID:	CFDA NUMBER:	ALLOW BE ADJ (Y/N)
BEGIN DATE: / /	END DATE: / /	CMIA INDICATOR (Y/N)
CREATE DATE:	BUDGET PERIOD END DATE: / /	
TOTAL ESTIMATED GRANT AMOUNT:		
CUMULATIVE AUTHORIZED AMOUNT:		
AVAILABLE BALANCE:		
F4=MENU F5=MAIN		

**STEP 1: RESULT**

The Account Profile Inquiry screen appears with information about the inquired account displayed. The account has Agency Review Criteria and/or Maximum Draw Limits associated with it which is indicated by the F8=REV function key at the bottom of the screen.

SP065A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065AO	ACCOUNT PROFILE INQUIRY	14:37:24
08/03/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
ACCOUNT ID: F1R10002		
ACCOUNT DESCRIPTION: ACCOUNT 2		CTRL ACCT (Y/N) N
ACCT STATUS INDICATOR (O/S/C): O		ASAP 1031 (Y/N) N
REQUESTOR ID: 0101234		PYMNT WAREHOUSE IND(Y/N) Y
GROUP ID: INQUIRY	CFDA NUMBER:	ALLOW BE ADJ (Y/N) Y
BEGIN DATE: 08 / 02 / 2000	END DATE: / /	CMIA INDICATOR (Y/N)
CREATE DATE: 08/02/2000	BUDGET PERIOD END DATE: / /	
TOTAL ESTIMATED GRANT AMOUNT: \$0.00		
CUMULATIVE AUTHORIZED AMOUNT: \$100,000.00		
AVAILABLE BALANCE: \$95,500.00		
F4=MENU F5=MAIN		<b>F8=REV</b>
I0009 INQUIRY SUCCESSFUL.		

**STEP 2: ACTION**

Press the F8=REV function key to inquire on Agency Review Criteria and/or Maximum Draw Limit parameters which are associated with this account.

SP065A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP065AO	ACCOUNT PROFILE INQUIRY	14:37:24
08/03/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
ACCOUNT ID: F1R10002		
ACCOUNT DESCRIPTION: ACCOUNT 2		CTRL ACCT (Y/N) N
ACCT STATUS INDICATOR (O/S/C): O		ASAP 1031 (Y/N) N
REQUESTOR ID: 0101234		PYMNT WAREHOUSE IND(Y/N) Y
GROUP ID: INQUIRY		CFDA NUMBER: ALLOW BE ADJ (Y/N) Y
BEGIN DATE: 08 / 02 / 2000		END DATE: / / CMIA INDICATOR (Y/N)
CREATE DATE: 08/02/2000		BUDGET PERIOD END DATE: / /
TOTAL ESTIMATED GRANT AMOUNT: \$0.00		
CUMULATIVE AUTHORIZED AMOUNT: \$100,000.00		
AVAILABLE BALANCE: \$95,500.00		
F4=MENU F5=MAIN F8=REV		
I0009 INQUIRY SUCCESSFUL.		

**STEP 2: RESULT**

The Account Profile - Agency Review/Maximum Draw Parameters screen appears which indicates the Agency Review Criteria and Maximum Draw Amounts which are associated with this account. Pressing F7=PREV returns the inquirer back to the previous Account Profile Inquiry screen.

SP066A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP066AO	ACCOUNT PROFILE - AGENCY REVIEW/MAXIMUM DRAW PARAMETERS	14:43:48
08/03/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
ACCOUNT ID: F1R10002		
LEVEL AT WHICH REVIEW CRITERIA ARE SET: ACCOUNT ID		
THRESHOLD: \$5,000.00		CRITERIA ENTERED/LAST MODIFIED BY: E1XXX#
MAXIMUM DRAW AMOUNTS:		
DAILY: \$7,500.00		MONTHLY: \$10,000.00
QUARTERLY: \$25,000.00		TOTAL: \$100,000.00
DRAW AMOUNTS ENTERED/LAST MODIFIED BY: E1XXX#		
F4=MENU F5=MAIN F7=PREV		

**STEP 3: ACTION**

Press F4=Menu to return to the Inquiry Menu.

SP066A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP066AO	ACCOUNT PROFILE - MAXIMUM DRAW PARAMETERS	14:43:48
08/03/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		
RECIPIENT ID: 0101111		SHORT NAME: US MONEY
ACCOUNT ID: F1R10002		SHORT NAME: GRAY U
LEVEL AT WHICH REVIEW CRITERIA ARE SET: ACCOUNT ID		
THRESHOLD: \$5,000.00		CRITERIA ENTERED/LAST MODIFIED BY: E1XXX0#
MAXIMUM DRAW AMOUNTS:		
DAILY:	\$7,500.00	MONTHLY: \$10,000.00
QUARTERLY:	\$25,000.00	TOTAL: \$100,000.00
DRAW AMOUNTS ENTERED/LAST MODIFIED BY: E1XXX0#		
F4=MENU F5=MAIN F7=PREV		

**STEP 3: RESULT**

The Inquiry Menu appears.

SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP100AO	INQUIRY MENU	14:51:57
08/03/2000	T	
< 1> PAYMENT REQUEST STATUS INQUIRY PROMPT		
< 2> ACCOUNT BALANCE INQUIRY PROMPT		
< 3> ACCOUNT STATEMENT INQUIRY PROMPT		
< 4> AUTHORIZATION TRANSACTION INQUIRY PROMPT		
< 5> ACCOUNT PROFILE INQUIRY		
< 6> FEDERAL PROGRAM AGENCY INQUIRY		
< 7> PAYMENT REQUESTOR INQUIRY		
< 8> RECIPIENT ORGANIZATION INQUIRY		
< 9> CFDA INQUIRY		
<10> ALC INQUIRY		
<11> RETURNED PAYMENT INQUIRY PROMPT		
<12> BOOK ENTRY ADJUSTMENT INQUIRY PROMPT		
<13> INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT		
<14> SUPER USER INQUIRY		
ENTER SELECTION NUMBER: ____		
PRESS ENTER		
F2=EXIT F5=MAIN		

---

## SECTION 3.6

### FEDERAL AGENCY INQUIRY

This feature allows you to view a Federal Agency profile in ASAP.

Profile information is obtained during the enrollment process when the Federal Agency completes the forms contained in the enrollment package. RFC personnel review the enrollment package to ensure completeness and enter the necessary information into the ASAP system. **The Federal Agency is required to notify the RFC of any profile changes as they arise.**

### HOW TO BUILD YOUR INQUIRY

Each Federal Agency is identified in ASAP by a unique **Agency Location Code** (ALC) consisting of 8 digits and a 2 digit Region Code, if applicable. To view the profile for an agency, type the ALC/Region in the corresponding field and press Enter.

### SCREEN FIELDS TO NOTE

The Federal Agency profile includes the full **organization name**, **address**, **contact personnel**, and **certifying official**. The profile also indicates the Federal Agency's **Short Name**, which is the abbreviation used to identify it on payment remittance information and various on-line screens.

In addition to the descriptive information outlined above, other information appears on the Federal Agency Profile, as detailed below:

- < **FPA Active Flag** - indicates whether the Federal Agency is “active”, or able to perform functions in ASAP. “Y” indicates that the Federal Agency is active, and “N” indicates that the Federal Agency is inactive.
- < **Pseudo ABA** - the destination to which the Federal Agency's Bulkdata reports will be delivered (ie. Mainframe or Fedline terminal).
- < **Default Warehouse Ind.** - may be used by the Federal Agency to prevent payments from being warehoused against any of its ASAP accounts.
- < **Report Delivery Method** - indicates the method by which the Federal Agency will receive their reports, either “P” for Paper, “F” for fax or “B” for bulkdata. If “F” for fax is selected, a primary and secondary fax number should be listed.
- < **Mainframe Indicator** - indicates whether the FPA has a mainframe connection to the ASAP system.



- <     **Allow Global Accounts (Y/N)** - indicates whether the FPA has authority to establish global accounts. Global accounts are accounts which allow multiple payment requestors to access the account such as in the Unemployment Trust Fund.

### **GUIDE TO EXAMPLE**

In this section, users will learn how to use the Federal Agency profile inquiry feature.

One example is provided in this section. Review the following example.

**EXAMPLE**

Use the Federal Agency Inquiry feature to view a profile.

< One Agency Location Code

**STEP 1: ACTION**

After selecting menu option 6 from the Inquiry Menu, you will see the Federal Agency Inquiry screen. Enter the Agency Location Code/Region as shown below and press Enter.

SP305A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/04/00
SP305AO	FEDERAL PROGRAM AGENCY INQUIRY	14:41:42
08/04/2000	T	

AGENCY LOCATION CODE/REGION: 11000001 / \_\_

FULL NAME: SHORT NAME:

ADDRESS LINE 1: PSEUDO ABA:

ADDRESS LINE 2: MAINFRAME DELIVERY:

ADDRESS LINE 3: ALLOW GLOBAL ACCTS (Y/N):

CITY: STATE: ZIP CODE: -

COUNTRY:

CONTACT NAME: CONTACT PHONE: ( ) -

PAYMENT WAREHOUSE IND: CONTACT EXTENSION:

REPORT DELIVERY METHOD: PAYMENT REPORT: AUTHORIZATION: ACCOUNT:

PRIMARY FAX: ( ) - SECONDARY FAX: ( ) -

FPA CERTIFYING OFFICIAL:

FPA CERTIFYING OFFICIAL TITLE:

FPA CERTIFYING OFFICIAL PHONE: ( ) - EXTENSION:

FPA ACTIVE FLAG:

F4=MENU F5=MAIN

**STEP 1: RESULT**

The following Federal Agency information appears.

SP305A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/04/00
SP305AO	FEDERAL PROGRAM AGENCY INQUIRY	14:50:09
08/04/2000	T	

AGENCY LOCATION CODE/REGION: 11000001 / \_\_

FULL NAME: **DEPARTMENT OF THE MONEY** SHORT NAME: **US MONEY**

ADDRESS LINE 1: **101 14TH STREET** PSEUDO ABA: **750100001**

ADDRESS LINE 2: MAINFRAME DELIVERY: **Y**

ADDRESS LINE 3: ALLOW GLOBAL ACCTS (Y/N): **N**

CITY: **WASHINGTON** STATE: **DC** ZIP CODE: **12345** -

COUNTRY:

CONTACT NAME: **JILL JOHNS** CONTACT PHONE: ( **202** ) **674** - **5555**

PAYMENT WAREHOUSE IND: **Y** CONTACT EXTENSION:

REPORT DELIVERY METHOD: PAYMENT REPORT: **B** AUTHORIZATION: **B** ACCOUNT: **B**

PRIMARY FAX: ( ) - SECONDARY FAX: ( ) -

FPA CERTIFYING OFFICIAL: **JILL JOHNS**

FPA CERTIFYING OFFICIAL TITLE: **FINANCIAL PROGRAM SPEC.**

FPA CERTIFYING OFFICIAL PHONE: ( **202** ) **674** - **5555** EXTENSION:

FPA ACTIVE FLAG: **Y**

F4=MENU F5=MAIN

I0009 **INQUIRY SUCCESSFUL.**

Press F4=MENU to return to the Inquiry Menu screen.

## STEP 2: RESULT

```
SP100A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      09/30/00
SP100AO          INQUIRY MENU                                     14:58:44
08/04/2000      T

< 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
< 2>  ACCOUNT BALANCE INQUIRY PROMPT
< 3>  ACCOUNT STATEMENT INQUIRY PROMPT
< 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
< 5>  ACCOUNT PROFILE INQUIRY
< 6>  FEDERAL PROGRAM AGENCY INQUIRY
< 7>  PAYMENT REQUESTOR INQUIRY
< 8>  RECIPIENT ORGANIZATION INQUIRY
< 9>  CFDA INQUIRY
<10>  ALC INQUIRY
<11>  RETURNED PAYMENT INQUIRY PROMPT
<12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
<13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
<14>  SUPER USER INQUIRY

ENTER SELECTION NUMBER:
PRESS ENTER

F2=EXIT        F5=MAIN
```

---

## SECTION 3.7

### PAYMENT REQUESTOR INQUIRY

Profile information is obtained during the enrollment process when the Payment Requestor completes the forms contained in the enrollment package. RFC personnel review the enrollment package to ensure completeness and enter the necessary information into the ASAP system. **The Payment Requestor is required to notify the RFC of any profile changes as they arise.**

### HOW TO BUILD YOUR INQUIRY

Each Payment Requestor is identified in ASAP by a unique **Requestor ID** generated by the system at the time the Payment Requestor profile is created. To view the profile for a Payment Requestor organization, type the 7-digit Requestor ID in the corresponding field and press Enter.

### SCREEN FIELDS TO NOTE

The Payment Requestor profile includes the full **organization name**, **address**, **contact personnel**, and **certifying official**. The profile also indicates the Payment Requestor's **Short Name**, which is the abbreviation used to identify it on payment remittance information and various on-line screens.

Other information on the Payment Requestor Profile includes:

- < Recipient Org (Y/N) - this field indicates whether this Requestor is also a Recipient Organization. If the flag is Y for Yes, there is a Recipient Organization Profile for this organization, and the Requestor ID and Recipient ID are the same. If the flag is N for No, either this organization has a Recipient profile with a different ID, or this Requestor is NOT a Recipient Organization.
- < VRS Indicator - this field indicates whether the Requestor uses the Voice Response System to access ASAP. Values for this field are:
  - Y for Yes - this Requestor uses the Voice Response System
  - N for No - this Requestor does not use the Voice Response System
  - B for Both - this Requestor uses both Voice Response and on-line screens to access ASAP.

In addition to the descriptive information outlined above, information critical to the payment process appears on the Payment Requestor Profile, as detailed on the next page:

- < **ACH DFI ABA NO** - identifies the Depository Financial Institution (DFI) to which requested funds will be transferred via the Federal Reserve's Automated Clearing House (ACH) payment system.
- < **ACH BK ACCT NO** - the Payment Requestor's bank account at the DFI to which its ACH payments will be credited.
- < **ACH ACCT TYPE** - indicates whether the bank account receiving ASAP ACH credits is a **(D)** demand (checking) account or **(S)** savings account.
- < **ACCT TITLE** - the name of the account at DFI as designated by the Payment Requestor
- < **DUNS** - a DUNS number is a universal identifier assigned by Dunn and Bradstreet to uniquely identify organizations involved with electronic commerce.
- < **TIN** - A TIN (Taxpayer Identification Number) is a 9-digit number used for tax reporting.
- < **FDS DFI ABA NO** - identifies the Depository Financial Institution (DFI) to which requested funds will be transferred via the Federal Reserve's FEDWIRE payment system.
- < **FDS Bk Acct NO** - the Payment Requestor's bank account at the DFI to which its FEDWIRE payments will be credited.
- ! Funds for all payment requests submitted by a Payment Requestor will be transferred to the bank accounts specified in its profile. Each Payment Requestor profile **must** have either ACH or FUNDS banking information **or both**, depending on the payment mechanisms to be used to transfer funds. The ACH and FUNDS DFIs may be different entities for any given Payment Requestor, and the ACH and FUNDS bank account numbers can also be different.
- < **Further Credit ABA** - this field contains information for further routing of Fedwire payments, if specified by the Payment Requestor
- < **PR Active Flag** - indicates whether the Payment Requestor is “active”, or able to perform functions in ASAP. “Y” indicates that the Payment Requestor is active, and “N” indicates that the Payment Requestor is inactive.
- < **Multiple Bank Relationships** - if the Requestor has multiple ACH and/or Fedwire bank account relationships, the Payment Requestor Profile Inquiry screen will have an F8 function key to allow you to view those relationships. If the Requestor does not have multiple bank relationships, F8 will not be displayed.

**GUIDE TO EXAMPLE**

In this section, users will learn how to use the Payment Requestor profile inquiry feature.

Review the following example.

**EXAMPLE ONE**

Use the Payment Requestor Inquiry feature to view the profile for a Payment Requestor organization with one bank relationship.

<      One Requestor ID



**STEP 1: ACTION**

After selecting menu option 7 from the Inquiry Menu, you will see the Payment Requestor Inquiry screen. If the Requestor ID is not displayed in the Requestor ID field, fill in the field as shown below. Press Enter to complete the inquiry.

SP310A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP310AO	PAYMENT REQUESTOR INQUIRY	17:00:06
08/02/2000	T	
REQUESTOR ID: 0101234 ORGANIZATION TYPE:		
FULL NAME:		SHORT NAME:
ADDRESS LINE 1:		TIN:
ADDRESS LINE 2:		DUNS:
ADDRESS LINE 3:		RECIPIENT ORG (Y/N):
CITY:	STATE:	ZIP: - VRS IND (Y, N, B):
COUNTRY:	EFFECTIVE DATE(MM/DD/CCYY): / /	
E-MAIL ADDRESS:		
CONTACT NAME:		CONTACT PHONE: ( ) -
CERTIFYING OFFICIAL:		CONTACT EXTENSION:
CERTIFYING OFFICIAL TITLE:		
CERTIFYING OFFICIAL PHONE: ( ) -		EXTENSION:
ACH - DFI ABA NO:	BK ACCT NO:	ACCT TYPE:
ACCT TITLE:		
FDS - DFI ABA NO:	BK ACCT NO:	
ACCT TITLE:		FURTHER CREDIT ABA:
PR ACTIVE FLAG:		
F4=MENU F5=MAIN		

**STEP 1: RESULT**

The Payment Requestor profile information will appear. You may remain on this screen and proceed directly to the next example.

SP310A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP310AO	PAYMENT REQUESTOR INQUIRY	17:01:01
08/02/2000	T	
REQUESTOR ID: 0101234 ORGANIZATION TYPE: U UNIVERSITY		
FULL NAME: GRAY UNIVERSITY		SHORT NAME: GRAY U
ADDRESS LINE 1: 234 PARK AVENUE		TIN:
ADDRESS LINE 2:		DUNS:
ADDRESS LINE 3:		RECIPIENT ORG (Y/N): Y
CITY: ALBANY	STATE: NY	ZIP: 12345 - VRS IND (Y, N, B):N
COUNTRY:	EFFECTIVE DATE(MM/DD/CCYY): 05 / 25 / 2000	
E-MAIL ADDRESS:		
CONTACT NAME: AMY ADAMS		CONTACT PHONE: ( 502 ) 235 - 4689
CERTIFYING OFFICIAL: BOB SMITH		CONTACT EXTENSION:
CERTIFYING OFFICIAL TITLE: ASST. COMPTROLLER		
CERTIFYING OFFICIAL PHONE: ( 502 ) 235 - 4690		EXTENSION:
ACH - DFI ABA NO: 075000022	BK ACCT NO: 50900087422	ACCT TYPE: D
ACCT TITLE: GRANT FUND		
FDS - DFI ABA NO: 075000022	BK ACCT NO: 50900087422	
ACCT TITLE: GRANT FUND		FURTHER CREDIT ABA:
PR ACTIVE FLAG: Y		
F4=MENU F5=MAIN		

**EXAMPLE TWO**

Use the Payment Requestor Inquiry feature to view the profile for a Payment Requestor organization that has more than one banking relationship.

< One Requestor ID

**STEP 1: ACTION**

If the Requestor ID is not displayed in the Requestor ID field, fill in the field as shown below. Press Enter to complete the inquiry.

SP310A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP310AO	PAYMENT REQUESTOR INQUIRY	17:00:06
08/02/2000	T	
REQUESTOR ID: 0104321 ORGANIZATION TYPE:		
FULL NAME:		SHORT NAME:
ADDRESS LINE 1:		TIN:
ADDRESS LINE 2:		DUNS:
ADDRESS LINE 3:		RECIPIENT ORG (Y/N):
CITY:	STATE:	ZIP: - VRS IND (Y, N, B):
COUNTRY:	EFFECTIVE DATE(MM/DD/CCYY): / /	
E-MAIL ADDRESS:		
CONTACT NAME:		CONTACT PHONE: ( ) -
CERTIFYING OFFICIAL:		CONTACT EXTENSION:
CERTIFYING OFFICIAL TITLE:		
CERTIFYING OFFICIAL PHONE: ( ) -		EXTENSION:
ACH - DFI ABA NO:	BK ACCT NO:	ACCT TYPE:
ACCT TITLE:		
FDS - DFI ABA NO:	BK ACCT NO:	
ACCT TITLE:		FURTHER CREDIT ABA:
PR ACTIVE FLAG:		
F4=MENU F5=MAIN		

**STEP 1: RESULT**

The Payment Requestor profile information will appear. Multiple bank relationships exist for this Payment Requestor, so the F8=PGDN function key is available.

SP310A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP310AO	PAYMENT REQUESTOR INQUIRY	17:01:01
08/02/2000	T	
REQUESTOR ID: 0104321 ORGANIZATION TYPE: U UNIVERSITY		
FULL NAME: GREEN UNIVERSITY		SHORT NAME: GREEN U
ADDRESS LINE 1: 111 MAIN ST.		TIN:
ADDRESS LINE 2:		DUNS:
ADDRESS LINE 3:		RECIPIENT ORG (Y/N): Y
CITY:	STATE:	ZIP: - VRS IND (Y, N, B): N
COUNTRY:	EFFECTIVE DATE(MM/DD/CCYY): 05 / 25 / 2000	
E-MAIL ADDRESS:		
CONTACT NAME: JACK JONES		CONTACT PHONE: ( 502 ) 999 - 1234
CERTIFYING OFFICIAL: JANE SMITH		CONTACT EXTENSION:
CERTIFYING OFFICIAL TITLE: COMPTROLLER		
CERTIFYING OFFICIAL PHONE: ( 502 ) 999 - 4321		EXTENSION:
ACH - DFI ABA NO: 075000022	BK ACCT NO: 99900087422	ACCT TYPE: D
ACCT TITLE: GENERAL ACCOUNT		
FDS - DFI ABA NO: 075000022	BK ACCT NO: 99900087422	
ACCT TITLE: GENERAL ACCOUNT		FURTHER CREDIT ABA:
PR ACTIVE FLAG: Y		
F4=MENU F5=MAIN		

**STEP 2: ACTION**

Press F8=PGDN to Inquire on the Multiple Banking Relationships.

SP310A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP310AO	PAYMENT REQUESTOR INQUIRY	17:01:01
08/02/2000	T	
REQUESTOR ID: 0104321 ORGANIZATION TYPE: U UNIVERSITY		
FULL NAME: GREEN UNIVERSITY SHORT NAME: GREEN U		
ADDRESS LINE 1: 111 MAIN ST. TIN:		
ADDRESS LINE 2: DUNS:		
ADDRESS LINE 3: RECIPIENT ORG (Y/N): Y		
CITY:	STATE:	ZIP: - VRS IND (Y, N, B): N
COUNTRY:	EFFECTIVE DATE(MM/DD/CCYY): 05 / 25 / 2000	
E-MAIL ADDRESS:		
CONTACT NAME: JACK JONES		CONTACT PHONE: ( 502 ) 999 - 1234
CERTIFYING OFFICIAL: JANE SMITH		CONTACT EXTENSION:
CERTIFYING OFFICIAL TITLE: COMPTROLLER		
CERTIFYING OFFICIAL PHONE: ( 502 ) 999 - 4321 EXTENSION:		
ACH - DFI ABA NO: 075000022 BK ACCT NO: 99900087422		ACCT TYPE: D
ACCT TITLE: GENERAL ACCOUNT		
FDS - DFI ABA NO: 075000022 BK ACCT NO: 99900087422		
ACCT TITLE: GENERAL ACCOUNT		FURTHER CREDIT ABA:
PR ACTIVE FLAG: Y		
F4=MENU F5=MAIN		F8=PGDN

**STEP 2: RESULT**

The following screen appears, allowing you to view the additional banking relationships for the specified payment requestor. You may use F7=PGUP to return to the first page of the profile.

SP310C	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP310CO	MULTIPLE BANKING RELATIONSHIPS	17:01:01
08/02/2000	T	
REQUESTOR ID: 0104321 FULL NAME: GREEN UNIVERSITY		
2ND BANKING RELATIONSHIP:		
ACH- DFI ABA NO: 051402518 BK ACCT NO: 57798065541		ACCT TYPE: D
ACCT TITLE: MEAL TICKETS		
FDS- DFI ABA NO:		BK ACCT NO:
ACCT TITLE:		FURTHER CREDIT ABA:
3RD BANKING RELATIONSHIP:		
ACH- DFI ABA NO:		BK ACCT NO:
ACCT TITLE:		ACCT TYPE:
FDS- DFI ABA NO:		BK ACCT NO:
ACCT TITLE:		FURTHER CREDIT ABA:
4TH BANKING RELATIONSHIP:		
ACH- DFI ABA NO:		BK ACCT NO:
ACCT TITLE:		ACCT TYPE:
FDS- DFI ABA NO:		BK ACCT NO:
ACCT TITLE:		FURTHER CREDIT ABA:
F4=MENU F5=MAIN		F7=PGUP

**STEP 3: ACTION**

Press F4=MENU to return to the Inquiry Menu screen.

SP310C	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP310CO	MULTIPLE BANKING RELATIONSHIPS	17:01:01
08/02/2000	T	

REQUESTOR ID: 0104321 FULL NAME: GREEN UNIVERSITY

2ND BANKING RELATIONSHIP:

ACH- DFI ABA NO: 051402518	BK ACCT NO: 57798065541	ACCT TYPE: D
ACCT TITLE: MEAL TICKETS		

FDS- DFI ABA NO:

ACCT TITLE:	FURTHER CREDIT ABA:
-------------	---------------------

3RD BANKING RELATIONSHIP:

ACH- DFI ABA NO:	BK ACCT NO:	ACCT TYPE:
ACCT TITLE:		

FDS- DFI ABA NO:

ACCT TITLE:	FURTHER CREDIT ABA:
-------------	---------------------

4TH BANKING RELATIONSHIP:

ACH- DFI ABA NO:	BK ACCT NO:	ACCT TYPE:
ACCT TITLE:		

FDS- DFI ABA NO:

ACCT TITLE:	FURTHER CREDIT ABA:
-------------	---------------------

F4=MENU F5=MAIN F7=PGUP

**STEP 3: RESULT**

The following screen appears, allowing for selection of another Inquiry Menu option.

SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP100AO	INQUIRY MENU	17:02:18
08/02/2000	T	

< 1> PAYMENT REQUEST STATUS INQUIRY PROMPT

< 2> ACCOUNT BALANCE INQUIRY PROMPT

< 3> ACCOUNT STATEMENT INQUIRY PROMPT

< 4> AUTHORIZATION TRANSACTION INQUIRY PROMPT

< 5> ACCOUNT PROFILE INQUIRY

< 6> FEDERAL PROGRAM AGENCY INQUIRY

< 7> PAYMENT REQUESTOR INQUIRY

< 8> RECIPIENT ORGANIZATION INQUIRY

< 9> CFDA INQUIRY

<10> ALC INQUIRY

<11> RETURNED PAYMENT INQUIRY PROMPT

<12> BOOK ENTRY ADJUSTMENT INQUIRY PROMPT

<13> INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT

<14> SUPER USER INQUIRY

ENTER SELECTION NUMBER: \_\_\_\_

PRESS ENTER

F2=EXIT F5=MAIN

---

## SECTION 3.8

### RECIPIENT ORGANIZATION INQUIRY

This feature allows you to view profile(s) for the Recipient Organization(s). If you are a Payment Requestor organization, you will only be able to view those profile(s) for which your organization is authorized to draw funds in ASAP.

Profile information is obtained during the enrollment process when the Recipient Organization completes the forms contained in the enrollment package. RFC personnel review the enrollment package and enter the necessary information into ASAP. **The Recipient Organization is required to notify the RFC of any profile changes as they arise.**

### HOW TO BUILD YOUR INQUIRY

Each Recipient Organization is identified in ASAP by a unique **Recipient ID** generated by the system at the time the profile is created in ASAP. To view the profile for a Recipient Organization, type the 7-digit Recipient ID in the corresponding field and press Enter.

### SCREEN FIELDS TO NOTE

The Recipient Organization profile includes the full **organization name**, **address**, **contact personnel**, and **certifying official**. The profile also indicates the Recipient Organization's **Short Name**, which is the abbreviation used to identify it on payment remittance information.

Additional profile information includes:

- < **Organization Type** - indicates the type of recipient organization being profiled. "SA" indicates a State Agency; "T", an Indian Tribal Organization; "U", an University; "FP", a for profit organization, "NP", a non-profit organization and "O" stands for other.
- < **Requestor (Y/N)** - this field indicates whether this Recipient is also a Payment Requestor. If the flag is Y for Yes, there is a Payment Requestor Profile for this organization, and the Requestor ID and Recipient ID are the same. If the flag is N for No, either this organization has a Requestor profile with a different ID, or this Recipient is NOT a Payment Requestor.
- < **VRS Indicator** - this field indicates whether the Recipient uses the Voice Response System to access ASAP. Values for this field are:
  - Y for Yes - this Recipient uses the Voice Response System
  - N for No - this Recipient does not use the Voice Response System
  - B for Both - this Recipient uses both Voice Response and on-line screens to access ASAP.

- < **RO Active Flag** - indicates whether the Recipient Organization is designated as “active,” or able to perform functions in ASAP. “Y” indicates that the Recipient Organization is active, and “N” indicates that the Recipient Organization is inactive.
- < **TIN** - the Taxpayer Identification Number for the Recipient Organization.
- < **DUN** - a universal identifier for electronic commerce assigned by Dunn & Bradstreet.

### GUIDE TO EXAMPLE

In this section, users will learn how to inquire on Recipient Organization profiles.

Review the following example.

### EXAMPLE

Use the Recipient Organization Inquiry feature to view the profile for a Recipient Organization.

< One Recipient ID

**STEP 1: ACTION**

After selecting menu option 8 from the Inquiry Menu, you will see the Recipient Organization Inquiry screen. Enter the RECIPIENT ID and press Enter.

```
SP315A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP315AO          RECIPIENT ORGANIZATION INQUIRY                      10:19:46
08/02/2000      T

RECIPIENT ID: 0101111 ORGANIZATION TYPE:

FULL NAME:                               SHORT NAME:
ADDRESS LINE 1:                           TIN:
ADDRESS LINE 2:                           DUNS:
ADDRESS LINE 3:                           REQUESTOR (Y/N):

CITY:                               STATE:       ZIP CODE:       -       VRS IND (Y,N,B):

COUNTRY:
E-MAIL ADDRESS:
CONTACT NAME:                               CONTACT PHONE: (      )      -
                                           CONTACT EXTENSION:

CERTIFYING OFFICIAL:
CERTIFYING OFFICIAL TITLE:
CERTIFYING OFFICIAL PHONE: (      )      -       EXTENSION:

RO ACTIVE FLAG:
                        F4=MENU F5=MAIN
```

**STEP 1: RESULT**

The Recipient Organization profile information will appear.

```
SP315A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP315AO          RECIPIENT ORGANIZATION INQUIRY                      10:20:44
08/03/2000      T

RECIPIENT ID: 0101111 ORGANIZATION TYPE: U UNIVERSITY

FULL NAME: GRAY UNIVERSITY                               SHORT NAME: GRAY U
ADDRESS LINE 1: 234 PARK AVENUE                           TIN:
ADDRESS LINE 2:                                           DUNS:
ADDRESS LINE 3:                                           REQUESTOR (Y/N): Y
CITY: ALBANY                               STATE: NY       ZIP CODE: 12345 -       VRS IND (Y,N,B): N

COUNTRY:
E-MAIL ADDRESS:
CONTACT NAME: BARBARA SMITH                               CONTACT PHONE: ( 503 ) 295 - 8746
                                           CONTACT EXTENSION:

CERTIFYING OFFICIAL: MICHELLE JONES
CERTIFYING OFFICIAL TITLE: DEPUTY TREASURER
CERTIFYING OFFICIAL PHONE: ( 503 ) 295 - 8747       EXTENSION:

RO ACTIVE FLAG: Y
                        F4=MENU F5=MAIN
I0009  INQUIRY SUCCESSFUL.
```



**STEP 2: ACTION**

Press F4=MENU to return to the Inquiry Menu screen.

```
SP315A      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP315AO      RECIPIENT ORGANIZATION INQUIRY                  10:20:44
08/03/2000   T
```

RECIPIENT ID: 0101111 ORGANIZATION TYPE: U UNIVERSITY

```
FULL NAME: GRAY UNIVERSITY      SHORT NAME: GRAY U
ADDRESS LINE 1: 234 PARK AVENUE  TIN:
ADDRESS LINE 2:                  DUNS:
ADDRESS LINE 3:                  REQUESTOR (Y/N): Y
CITY: ALBANY                     STATE: NY      ZIP CODE: 12345 -   VRS IND (Y,N,B): N
COUNTRY:
E-MAIL ADDRESS:
CONTACT NAME: BARBARA SMITH      CONTACT PHONE: ( 503 ) 295 - 8746
                                CONTACT EXTENSION:

CERTIFYING OFFICIAL: MICHELLE JONES
CERTIFYING OFFICIAL TITLE: DEPUTY TREASURER
CERTIFYING OFFICIAL PHONE: ( 503 ) 295 - 8747  EXTENSION:

RO ACTIVE FLAG: Y
                                F4=MENU F5=MAIN
I0009  INQUIRY SUCCESSFUL.
```

**STEP 2: RESULT**

The Inquiry Menu appears allowing for selection of another Inquiry option.

```
SP100A      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP100AO      INQUIRY MENU                                    10:23:07
08/03/2000   T
```

```
< 1> PAYMENT REQUEST STATUS INQUIRY PROMPT
< 2> ACCOUNT BALANCE INQUIRY PROMPT
< 3> ACCOUNT STATEMENT INQUIRY PROMPT
< 4> AUTHORIZATION TRANSACTION INQUIRY PROMPT
< 5> ACCOUNT PROFILE INQUIRY
< 6> FEDERAL PROGRAM AGENCY INQUIRY
< 7> PAYMENT REQUESTOR INQUIRY
< 8> RECIPIENT ORGANIZATION INQUIRY
< 9> CFDA INQUIRY
<10> ALC INQUIRY
<11> RETURNED PAYMENT INQUIRY PROMPT
<12> BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
<13> INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
<14> SUPER USER INQUIRY
```

ENTER SELECTION NUMBER: \_\_\_\_  
PRESS ENTER

F2=EXIT F5=MAIN

---

## SECTION 3.9

### BOOK ENTRY ADJUSTMENT INQUIRY

This feature allows you to view book entry adjustment transactions made to your ASAP Accounts within any specified date range.

The **Book Entry Adjustment Summary Inquiry** screen displays information on adjustments at a summary level. Adjustments are sorted in ascending order by posting date and time. You may select a book entry adjustment transaction from the summary screen to view detail information pertaining to the increases and decreases of the adjustment.

The **Book Entry Adjustment Detail Inquiry** screen displays detailed information on a specific adjustment such as the adjustment reason, the Recipient IDs and Account IDs and, if applicable, Account Detail IDs, affected by the adjustment, the User ID of the person who made the adjustment, and the increase and decrease amounts of the adjustment.

### SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in this Inquiry feature:

- < **Adjustment Reference Number** - an identifier which may have been assigned by the individual making a book entry adjustment. (On the summary screen, this information appears under the abbreviated heading of “**REF NUM.**”)
- < **Adjustment Dates From and To** - use these dates to specify a time period in which the adjustment was made (posted). Note that if you leave the “Adjustment Date To” field blank, it will default to the same date as the “Adjustment Date From,” making your date range equal to that 1 day only. If entered, the “Adjustment Date To” cannot be greater than the current cycle date.
- < **ASAP Sequence Number** (detail screen) - an identifier assigned by the ASAP system when a book entry adjustment is posted. It consists of the following:
  - Date** - the date the transaction was posted.
  - Terminal ID** - the PC connection or user ID that initiated the adjustment.
  - Sequence #** - a sequential number used to identify the session during which the adjustment was made on a given terminal and date.

- < **S** - An abbreviation for “Select” on the summary screen. Typing an “S” in this field next to an adjustment transaction and pressing Enter allows you to view detail information on that transaction.
- < **Date** and **Time** - Displayed on the summary screen, the date and time the adjustment was made.
- < **NBR ITM** -An abbreviation for “Number of Items” on the summary screen. This field displays how many increase/decrease items make up the adjustment.
- < **Adjustment Total** -the total amount of money transferred in an adjustment, which is the same as the Total Increases or Total Decreases for an adjustment. Abbreviated as “Adjstmnt Total” on the detail screen.
- < **Adjustment Initiator** - the User ID of the individual who made the adjustment. Abbreviated as “Adjstmnt Initiator” on the detail screen.
- < **Adjustment Reason** - a description or other annotation of the adjustment, if any was entered when the adjustment was made.
- < **Decrease Avail Bal By Amount** - the amount of money moved **out** of an ASAP Account.
- < **Increase Avail Bal By Amount** - the amount of money moved **into** an ASAP Account.
- < **ITM #** - sequential numbers assigned by the system to each item within an adjustment when the adjustment was posted.

### GUIDE TO EXAMPLE

In this section, users will learn how to use the Book Entry Adjustment inquiry feature.

Review the following example.

**EXAMPLE**

Use the Book Entry Adjustment Inquiry feature to view transactions made to your ASAP accounts within a specified date range.

< Agency Location Code

< Recipient ID

< Date Range

**STEP 1: ACTION**

After selecting menu option 12 from the Inquiry Menu, you will see the Book Entry Adjustment Inquiry prompt screen. Fill in the prompt screen as shown below and press Enter.

SP170A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/03/00
SP170AO	BOOK ENTRY ADJUSTMENT INQUIRY PROMPT	10:37:08
08/03/2000	T	
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
ADJUSTMENT REFERENCE NUMBER: _____		
AGENCY LOCATION CODE/REGION: 11000001 / __	SHORT NAME:	
RECIPIENT ID: 0101111	SHORT NAME:	
ADJUSTMENT DATES FROM: 08 / 02 / 2000 TO: 08 / 03 / 2000		
F4=MENU F5=MAIN		

**STEP 1: RESULT**

The following screen appears, with the Summary Book Entry Adjustment information for criteria specified on the prompt screen.

SP175A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/03/00			
SP175AO	BOOK ENTRY ADJUSTMENT SUMMARY INQUIRY	10:38:35			
08/03/2000	T				
REQUESTOR ID: 0101234	SHORT NAME: GRAY U				
AGENCY LOCATION CODE/REGION: 11000001 /	SHORT NAME: US MONEY				
ADJUSTMENT REFERENCE NUMBER:					
RECIPIENT ID: 0101111	SHORT NAME: GRAY U				
ADJUSTMENT DATES FROM 08/02/2000 TO 08/03/2000					
S	DATE	TIME	REF NUM	NBR ITM	ADJUSTMENT TOTAL
—	08/03/2000	10:36:39	ADJUSTMENT 1	02	\$1,000.00
F3=PRMT F4=MENU F5=MAIN			F9=ALC F10=RO		

**STEP 2: ACTION**

Type the letter S in the select field and press Enter.

SP175A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/03/00		
SP175AO	BOOK ENTRY ADJUSTMENT SUMMARY INQUIRY		10:38:35		
08/03/2000	T				
REQUESTOR ID: 0101234		SHORT NAME: GRAY U			
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY			
ADJUSTMENT REFERENCE NUMBER:					
RECIPIENT ID: 0101111		SHORT NAME: GRAY U			
ADJUSTMENT DATES FROM 08/02/2000 TO 08/03/2000					
S	DATE	TIME	REF NUM	NBR ITM	ADJUSTMENT TOTAL
S	08/03/2000	10:36:39	ADJUSTMENT 1	02	\$1,000.00
F3=PRMT F4=MENU F5=MAIN					F9=ALC F10=RO

**STEP 2: RESULT**

The following screen appears, displaying the detail information for the selected book entry transaction.

SP180A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/03/00	
SP180AO	BOOK ENTRY ADJUSTMENT DETAIL INQUIRY		10:41:19	
08/03/2000	T			
REQUESTOR ID: 0101234		SHORT NAME: GRAY U		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY		
ADJUSTMENT REFERENCE NUMBER: ADJUSTMENT 1		ADJSTMNT INITIATOR: E1XXX0#		
		ADJSTMNT TOTAL: \$1,000.00		
ADJUSTMENT REASON: MADE A PAYMENT REQUEST AGAINST THE WRONG ACCOUNT.				
ASAP SEQUENCE NUMBER: 08/03/2000 E1QM287V 000001				
RECIPIENT		DECREASE AVAIL	INCREASE AVAIL ITM	
ID	ACCOUNT ID	BAL. BY AMOUNT	BAL. BY AMOUNT	#
0101111	F1R10001	\$1,000.00		01
	ACCOUNT DETAIL 1	\$500.00		
	ACCOUNT DETAIL 2	\$500.00		
0101111	F1R10003		\$1,000.00	02
F3=PRMT F4=MENU F5=MAIN				
F11=LIST				

**STEP 3: ACTION**

Press F4=MENU to return to the Inquiry Menu.

SP180A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/03/00
SP180AO	BOOK ENTRY ADJUSTMENT DETAIL INQUIRY		10:41:19
08/03/2000	T		
REQUESTOR ID: 0101234			
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: GRAY U	
ADJUSTMENT REFERENCE NUMBER: ADJUSTMENT 1		SHORT NAME: US MONEY	
		ADJSTMNT INITIATOR: E1XXX0#	
		ADJSTMNT TOTAL: \$1,000.00	
ADJUSTMENT REASON: MADE A PAYMENT REQUEST AGAINST THE WRONG ACCOUNT.			
ASAP SEQUENCE NUMBER: 08/03/2000 E1QM287V 000001			
RECIPIENT		DECREASE AVAIL	INCREASE AVAIL ITM
ID	ACCOUNT ID	BAL. BY AMOUNT	BAL. BY AMOUNT #
0101111	F1R10001	\$1,000.00	01
	ACCOUNT DETAIL 1	\$500.00	
	ACCOUNT DETAIL 2	\$500.00	
0101111	F1R10003		\$1,000.00 02
F3=PRMT F4=MENU F5=MAIN		F11=LIST	

**STEP 3: RESULT**

The Inquiry Menu is displayed.

SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP100AO	INQUIRY MENU		10:23:07
08/03/2000	T		
< 1> PAYMENT REQUEST STATUS INQUIRY PROMPT			
< 2> ACCOUNT BALANCE INQUIRY PROMPT			
< 3> ACCOUNT STATEMENT INQUIRY PROMPT			
< 4> AUTHORIZATION TRANSACTION INQUIRY PROMPT			
< 5> ACCOUNT PROFILE INQUIRY			
< 6> FEDERAL PROGRAM AGENCY INQUIRY			
< 7> PAYMENT REQUESTOR INQUIRY			
< 8> RECIPIENT ORGANIZATION INQUIRY			
< 9> CFDA INQUIRY			
<10> ALC INQUIRY			
<11> RETURNED PAYMENT INQUIRY PROMPT			
<12> BOOK ENTRY ADJUSTMENT INQUIRY PROMPT			
<13> INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT			
<14> SUPER USER INQUIRY			
ENTER SELECTION NUMBER: ____			
PRESS ENTER			
F2=EXIT		F5=MAIN	

### SECTION 3.10 SUPER USER INQUIRY

This feature allows you to inquire on Federal Department, Federal Bureau and State Super Users.

- C Federal Department Super Users have a two-digit ASAP ID that allows them to inquire on all bureaus and Agency Location Codes associated with the Department.
- C Federal Bureau Super Users have a four-digit ASAP ID that allows them to inquire on all Agency Location Codes associated with the Bureau.
- C State Super Users have a two-character ASAP ID that allows them to inquire on activity for all Recipients and Requestors that have the same postal code and have an organization type of State Agency.

Profile information for Super Users is obtained during the enrollment process. RFC personnel review the enrollment package and enter the necessary information into ASAP.

### HOW TO BUILD YOUR INQUIRY

Each Super User in ASAP is identified with a unique Super User ID. To inquire on a Super User, you specify the 2-4 character Super User ID and press Enter.

### SCREEN FIELDS TO NOTE

The Super User profile includes the **full organization name**, **address**, **contact personnel** and **certifying official**. The profile also indicates what **type** of Super User the organization is: Federal Department, Federal Bureau or State.

### GUIDE TO EXAMPLE

In this section, users will learn how to inquire on Super User Profiles. Review the following example.

### EXAMPLE

Use the Super User Inquiry feature to view the profile of a State Super User.



**STEP 1: ACTION**

After selecting menu option 14 from the Inquiry Menu, you will see the Super User Inquiry screen. To inquire on a State Super User, type in the 2-character state code and press Enter

SP304A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/03/00
SP304AO	SUPER USER INQUIRY	13:26:11
08/03/2000 T		
SUPER USER ID: CT TYPE:		
FULL NAME:		
ADDRESS LINE 1:		
ADDRESS LINE 2:		
ADDRESS LINE 3:		
CITY:	STATE:	ZIP CODE: -
COUNTRY:		
E-MAIL ADDRESS:		
CONTACT NAME:		CONTACT PHONE: ( ) -
		CONTACT EXTENSION:
CERTIFYING OFFICIAL:		
CERTIFYING OFFICIAL TITLE:		
CERTIFYING OFFICIAL PHONE: ( ) -		EXTENSION:
F4=MENU F5=MAIN		

**STEP 1: RESULT**

The State Super User profile information is displayed.

SP304A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/03/00
SP304AO	SUPER USER INQUIRY	13:26:11
08/03/2000 T		
SUPER USER ID: CT TYPE: <b>STATE USER</b>		
FULL NAME: <b>CONNECTICUT STATE TREASURER</b>		
ADDRESS LINE 1: <b>123 MAIN ST.</b>		
ADDRESS LINE 2:		
ADDRESS LINE 3:		
CITY: <b>HARTFORD</b>	STATE: <b>CT</b>	ZIP CODE: <b>99999</b> -
COUNTRY:		
E-MAIL ADDRESS:		
CONTACT NAME: <b>MARY JONES</b>		CONTACT PHONE: ( <b>999</b> ) <b>999</b> - <b>9999</b>
		CONTACT EXTENSION:
CERTIFYING OFFICIAL: <b>JAMES SMITH</b>		
CERTIFYING OFFICIAL TITLE: <b>TREASURER</b>		
CERTIFYING OFFICIAL PHONE: ( <b>999</b> ) <b>999</b> - <b>9999</b>		EXTENSION:
F4=MENU F5=MAIN		

**STEP 2: ACTION**

Press F5=MAIN to return to the Main Menu.

```
SP304A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/03/00
SP304AO          SUPER USER INQUIRY                             13:26:11
08/03/2000 T

SUPER USER ID: CT   TYPE: STATE USER
FULL NAME: CONNECTICUT STATE TREASURER
ADDRESS LINE 1: 123 MAIN ST.
ADDRESS LINE 2:
ADDRESS LINE 3:
CITY: HARTFORD          STATE: CT   ZIP CODE: 99999  -
COUNTRY:
E-MAIL ADDRESS:

CONTACT NAME: MARY JONES          CONTACT PHONE: ( 999 ) 999 - 9999
CONTACT EXTENSION:

CERTIFYING OFFICIAL: JAMES SMITH
CERTIFYING OFFICIAL TITLE: TREASURER
CERTIFYING OFFICIAL PHONE: ( 999 )999 - 9999      EXTENSION:

F4=MENU F5=MAIN
```

**STEP 2: RESULT**

The Main Menu is displayed.

```
SP010A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/03/00
SP010AO          MAIN MENU                                       10:42:46
08/03/2000      T

<1>  PAYMENT REQUEST PROCESSING
<2>  INQUIRY MENU
<3>  FEDERAL AGENCY FUNCTIONS MENU
<4>  RFC FUNCTIONS MENU
<5>  FRB SUPPORT PROCESSING
<6>  REPORT REQUEST MENU
<7>  NOTIFICATIONS

ASAP ID _____
ORGANIZATION ACCESS CODE      ENTER SELECTION NUMBER: _
PRESS ENTER

F2=EXIT
```

# **CHAPTER 6:**

# **NOTIFICATIONS**

## PURPOSE

The purpose of this chapter is to describe the Notifications that an organization may receive, the conditions that generate those notifications, and how long the Notifications are retained.

## REVIEW

Notifications are system generated messages sent to ASAP User organizations when certain key events occur. These events may include but are not limited to - when an available balance is increased or decreased, when a request is awaiting agency review, or when new ASAP accounts are added.

Notifications are not directed to one user in an organization but are directed to the organization as a whole. Therefore, the first user to read the Notification messages should share the information with other users within the organization.

Unread Notification messages are retained for 25 business days. Read Notification messages are retained for five (5) business days. After the retention period, Notification messages are purged.

When a user logs onto the ASAP system, a message will appear indicating that the organization has unread notification messages. The following screen shows the message that a Payment Requestor receives on the Payment Request Processing menu.

SP020A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP020AO	PAYMENT REQUEST PROCESSING	HH:MM:SS
08/02/2000 T		

  

<1>	TEMPLATE PAYMENT REQUEST PROMPT
<2>	MASTER PAYMENT REQUEST PROMPT
<3>	CREATE PAYMENT REQUESTOR TEMPLATE PROMPT
<4>	BOOK ENTRY ADJUSTMENT PROMPT
<5>	PAYMENT CANCELLATION PROMPT
<6>	INTERSTATE AUTHORIZATION TRANSFER PROMPT

  

ENTER SELECTION NUMBER: _	
PRESS ENTER	

  

F2=EXIT	F5=MAIN
---------	---------

IO110 YOUR ORGANIZATION HAS UNREAD NOTIFICATION MESSAGES.

## **LIST OF NOTIFICATIONS**

The following table shows the current list of notifications that a Federal Agency, a Recipient Organization, and a Payment Requestor may receive.

Online Notifications			
Msg ID	Message Receivers	Short Name	Message Text
0002	Requestors	PRFL CHG	THIS MESSAGE IS TO ADVISE THAT CHANGES HAVE BEEN MADE TO YOUR REQUESTOR PROFILE. YOU MAY INQUIRE ON YOUR PROFILE USING PAYMENT REQUESTOR INQUIRY IN THE INQUIRY MENU. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.
0003	Recipients	PRFL CHG	THIS MESSAGE IS TO ADVISE THAT CHANGES HAVE BEEN MADE TO YOUR RECIPIENT PROFILE. YOU MAY INQUIRE ON YOUR PROFILE USING RECIPIENT ORGANIZATION INQUIRY IN THE INQUIRY MENU. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.
0004	Agencies	FILE REJ	<p>THE FOLLOWING ACCOUNT / AUTHORIZATION FILE HAS BEEN REJECTED BY THE ASAP SYSTEM. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.</p> <p>FILE DATE                      FILE NUMBER</p> <p>@DATE                              @FILE</p> <p>REJECT REASON:</p> <p>@RESN</p>

Online Notifications			
Msg ID	Message Receivers	Short Name	Message Text
0005	Agencies	ACCT REJ	<p>THE FOLLOWING BATCH ACCOUNT TRANSACTION HAS BEEN REJECTED BY THE ASAP SYSTEM. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.</p> <p>FILE DATE                      FILE NUMBER                      FPA/RGN @DATE                                      @FILE                                      @FPA</p> <p>RECIPIENT ID                      ACCOUNT ID                      CHANGE TYPE @ROID                                      @ACCT                                      @ACTN</p> <p>REJECT REASON: @RESN</p>
0006	Agencies	AUTH REJ	<p>THE FOLLOWING BATCH AUTHORIZATION TRANSACTION HAS BEEN REJECTED BY THE ASAP SYSTEM. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.</p> <p>FILE DATE                      FILE NUMBER                      AUTH EFF. DATE @DATE                                      @FILE                                      @EFDT</p> <p>FPA/RGN    RECIPIENT ID    ACCOUNT ID                      INCR/DECR @FPA                      @ROID                      @ACCT                      @INDC</p> <p>AUTHORIZATION AMOUNT:    @AUAM</p> <p>REJECT REASON: @RESN</p>

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Online Notifications			
Msg ID	Message Receivers	Short Name	Message Text
0014	Requestors Recipients	CHG ACCT	<p>FEDERAL AGENCY @FPA HAS MADE CHANGES TO THE FOLLOWING ACCOUNT:</p> <p>RECIPIENT ID ACCOUNT ID</p> <p>@ROID @ACCT</p> <p>YOU MAY USE ACCOUNT PROFILE INQUIRY IN THE INQUIRY MENU TO INQUIRE ON THE ACCOUNT.</p>
0015	Requestors Recipients	AUTH CERT	<p>FEDERAL AGENCY @FPA HAS CERTIFIED AN AUTHORIZATION TO THE FOLLOWING ACCOUNT:</p> <p>RECIPIENT ID ACCOUNT ID</p> <p>@ROID @ACCT</p> <p>EFFECTIVE INCREASE/ AUTHORIZATION DATE DECREASE AMOUNT</p> <p>@DATE @ACTN @AMT</p> <p>YOU MAY USE THE AUTHORIZATION TRANSACTION INQUIRY IN THE INQUIRY MENU TO INQUIRE ON THE AUTHORIZATION.</p>
0016	Requestors Recipients	PMT REVIEW	<p>FEDERAL AGENCY @FPA HAS REVIEWED THE FOLLOWING PAYMENT REQUEST AND TAKEN THE NOTED ACTION ON @DATE :</p> <p>REQUEST DATE #ITEMS REQUEST AMOUNT ACTION</p> <p>@RQDT @ITMA @APAM @RVAC @ITMR @AMT @RVRJ</p> <p>YOU MAY USE THE PAYMENT REQUEST INQUIRY IN THE INQUIRY MENU TO INQUIRE ON THE PAYMENT.</p>

Online Notifications			
Msg ID	Message Receivers	Short Name	Message Text
0017	Requestors Recipients	PMT CANNED	<p>FEDERAL AGENCY @FPA HAS CANCELLED THE FOLLOWING PAYMENT REQUEST:</p> <p>REQUEST                  SETTLEMENT                  REQUEST DATE                          DATE                          AMOUNT</p> <p>@RQDT                      @STDT                      @AMT</p> <p>IF YOU NEED FURTHER INFORMATION ON THE CANCELLATION, PLEASE CONTACT THE FEDERAL AGENCY.</p>
0018	Requestors Recipients	AGNCY REV	<p>FEDERAL AGENCY @FPA HAS SPECIFIED THAT ALL OF ITS ACCOUNT ARE SUBJECT TO AGENCY REVIEW. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.</p>
0019	Requestors Recipients	RO REVIEW	<p>FEDERAL AGENCY @FPA HAS SPECIFIED THAT ALL OF ITS ACCOUNTS FOR RECIPIENT @ROID ARE SUBJECT TO AGENCY REVIEW. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.</p>
0020	Requestors Recipients	ACCT REVW	<p>FEDERAL AGENCY @FPA HAS SPECIFIED THAT THE FOLLOWING ACCOUNT FOR RECIPIENT @ROID , ACCOUNT ID @ACCT IS SUBJECT TO AGENCY REVIEW. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.</p>
0021	Requestors Recipients	AGNCY REVW	<p>FEDERAL AGENCY @FPA HAS MADE CHANGES TO AGENCY REVIEW PARAMETERS FOR ALL ACCOUNTS UNDER REVIEW. YOU MAY INQUIRE ON THE PARAMETERS USING ACCOUNT PROFILE INQUIRY IN THE INQUIRY MENU. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.</p>

Online Notifications			
Msg ID	Message Receivers	Short Name	Message Text
0022	Requestors Recipients	ROID REVV	FEDERAL AGENCY @FPA HAS MADE CHANGES TO AGENCY REVIEW PARAMETERS FOR ACCOUNTS UNDER REVIEW FOR RECIPIENT ID @ROID . YOU MAY INQUIRE ON THE PARAMETERS USING ACCOUNT PROFILE INQUIRY IN THE INQUIRY MENU. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.
0023	Requestors Recipients	ACCT REVV	FEDERAL AGENCY @FPA HAS MADE CHANGES TO AGENCY REVIEW PARAMETERS FOR THE FOLLOWING ACCOUNT: RECIPIENT ID @ROID , ACCOUNT ID @ACCT . YOU MAY INQUIRE ON THE PARAMETERS USING ACCOUNT PROFILE INQUIRY IN THE INQUIRY MENU. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.
0024	Requestors Recipients	ACCT DET	<p>ACCOUNT DETAILS HAVE BEEN ADDED/UPDATED FOR THE FOLLOWING ACCOUNT:</p> <p>FEDERAL PROGRAM AGENCY: @FPA</p> <p>RECIPIENT ID: @ROID</p> <p>ACCOUNT ID: @ACCT</p> <p>YOU MAY INQUIRE INTO THE CHANGES USING THE ACCOUNT PROFILE INQUIRY IN THE INQUIRY MENU. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.</p>

Online Notifications			
Msg ID	Message Receivers	Short Name	Message Text
0025	Agencies	DET REJ	<p>THE FOLLOWING BATCH ACCOUNT DETAIL HAS BEEN REJECTED BY THE ASAP SYSTEM. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.</p> <p>FILE DATE    FILE NUMBER    FPA/RGN    CHANGE TYPE @DATE                    @FILE                    @FPA                    @ACTN</p> <p>RECIPIENT ID    ACCOUNT ID    ACCOUNT DETAIL ID @ROID                    @ACCT                    @ACDL</p> <p>REJECT REASON: @RESN</p>
0026	Requestors Recipients	MAX DRAW	<p>FEDERAL AGENCY @FPA    HAS SPECIFIED THAT THE FOLLOWING ACCOUNT FOR RECIPIENT @ROID , ACCOUNT ID @ACCT    IS SUBJECT TO A MAXIMUM DRAW LIMIT. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.</p>
0027	Requestors Recipients	AUTH XFER	<p>THE BALANCE OF THE FOLLOWING ACCOUNT: AGENCY: @FPA    RECIPIENT ID: @ROID ACCOUNT: @ACCT HAS BEEN INCREASED BY THE FOLLOWING AMOUNT: @AMT DUE TO AN INTERSTATE AUTHORIZATION TRANSFER FROM STATE @RGN ON @DATE.</p> <p>YOU MAY USE THE AUTHORIZATION TRANSFER INQUIRY SCREEN IN THE INQUIRY MENU TO INQUIRE ON THIS TRANSACTION.</p>

## **GUIDE TO EXAMPLE**

In this section, users will learn how to use the Notification feature. Review the following example.

**STEP 1: ACTION**

On the Main Menu, type 7 for Notifications and press Enter.

SP010A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/31/00
SP010AO	MAIN MENU	HH:MM:SS
08/31/2000 T		
<1> PAYMENT REQUEST PROCESSING		
<2> INQUIRY MENU		
<3> FEDERAL AGENCY FUNCTIONS MENU		
<4> RFC FUNCTIONS MENU		
<5> FRB SUPPORT PROCESSING		
<6> REPORT REQUEST MENU		
<7> NOTIFICATIONS		
ASAP ID _____		
ORGANIZATION ACCESS CODE		
ENTER SELECTION NUMBER: 7		
PRESS ENTER		
F2=EXIT		

**STEP 1: RESULT**

The Notification List appears.

SP265A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS				08/31/00
SP265AO	NOTIFICATION LIST				HH:MM:SS
08/31/2000 T					
SELECT <S> TO READ			PAGE 1 OF 1		
S	DATE/TIME	SENT	SENDER ID	SENDER SHRT NAME	DATE/TIME READ READ BY
—	08/31/2000	10:46	SYSTEM	AUTH CERT	
—	08/22/2000	15:05	SYSTEM	NEW AGENCY	
—	08/10/2000	11:59	SYSTEM	NEW ACCT	
—	08/02/2000	16:24	SYSTEM	PRFL CHG	
—	08/02/2000	15:00	SYSTEM	PMT REVIEW	
F5=MAIN					

**STEP 2: ACTION**

On the Notification List choose which notification you would like to view the Detail on by placing an 'S' in the SELECT field and pressing ENTER.

SP265A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS				08/31/00	
SP265AO	NOTIFICATION LIST				HH:MM:SS	
08/31/2000 T						
SELECT <S> TO READ				PAGE 1 OF 1		
S	DATE/TIME	SENT	SENDER ID	SENDER SHRT NAME	DATE/TIME READ	READ BY
_	08/31/2000	10:46	SYSTEM	AUTH CERT		
S	08/22/2000	15:05	SYSTEM	NEW AGENCY		
_	08/10/2000	11:59	SYSTEM	NEW ACCT		
_	08/02/2000	16:24	SYSTEM	PRFL CHG		
_	08/02/2000	15:00	SYSTEM	PMT REVIEW		
F5=MAIN						

**STEP 2: RESULT**

The Notification Detail you specified appears.

SP270A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS				08/31/00	
SP270AO	NOTIFICATION DETAIL				HH:MM:SS	
08/31/2000 T						
2 OF 5 MESSAGES						
DATE SENT: 08/22/2000		SENDER LOGON: SPPM305U		SENDER ASAP ID: SYSTEM		
TIME SENT: 15:05:11				SHORT NAME: NEW AGENCY		
MESSAGE TEXT:						
THE FOLLOWING FEDERAL AGENCY HAS BEEN ADDED TO ASAP. YOU WILL BE NOTIFIED BY THIS AGENCY AND/OR SERVICING RFC IF YOU HAVE GRANTS WITH THIS AGENCY THAT WILL BE CONVERTED TO ASAP.						
AGENCY LOCATION CODE / REGION: 11000001						
AGENCY NAME: DEPARTMENT OF THE MONEY						
				F7=PREV F8=NEXT		F11=LIST
I0122	NOTIFICATION DISPLAYED.					



**STEP 3: ACTION**

To view more Notifications addressed to your organization press the F8=NEXT key to see the next available notification.

SP270A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/31/00
SP270AO	NOTIFICATION DETAIL	HH:MM:SS
08/31/2000 T		
2 OF 5 MESSAGES		
DATE SENT: 08/22/2000	SENDER LOGON: SPPM305U	SENDER ASAP ID: SYSTEM
TIME SENT: 15:05:11	SHORT NAME: NEW AGENCY	
MESSAGE ID: 00012		
MESSAGE TEXT:		
THE FOLLOWING FEDERAL AGENCY HAS BEEN ADDED TO ASAP. YOU WILL BE NOTIFIED BY THIS AGENCY AND/OR SERVICING RFC IF YOU HAVE GRANTS WITH THIS AGENCY THAT WILL BE CONVERTED TO ASAP.		
AGENCY LOCATION CODE / REGION: 11000001		
AGENCY NAME: DEPARTMENT OF THE MONEY		
F7=PREV F8=NEXT		F11=LIST
I0122	NOTIFICATION DISPLAYED.	

**STEP 3: RESULT**

You are then presented with Notification 3 of 5.

SP270A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/31/00
SP270AO	NOTIFICATION DETAIL	HH:MM:SS
08/31/2000 T		
3 OF 5 MESSAGES		
DATE SENT: 08/22/2000	SENDER LOGON: SPPM065U	SENDER ASAP ID: SYSTEM
TIME SENT: 11:59:11	SHORT NAME: NEW ACCOUNT	
MESSAGE ID: 00013		
MESSAGE TEXT:		
NEW ACCOUNT (S) HAVE BEEN ADDED FOR YOUR ORGANIZATION BY FEDERAL AGENCY 22000002/02		
F7=PREV F8=NEXT		F11=LIST
I0122	NOTIFICATION DISPLAYED.	

**STEP 4: ACTION**

To get back to the Notification List, press F11=LIST.

SP270A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/31/00
SP270AO	NOTIFICATION DETAIL	HH:MM:SS
08/31/2000 T		
3 OF 5 MESSAGES		
DATE SENT: 08/22/2000	SENDER LOGON: SPPM065U	SENDER ASAP ID: SYSTEM
TIME SENT: 11:59:11	SHORT NAME: NEW ACCOUNT	
MESSAGE ID: 00013		
MESSAGE TEXT:		
NEW ACCOUNT (S) HAVE BEEN ADDED FOR YOUR ORGANIZATION BY FEDERAL AGENCY		
22000002/02		
F7=PREV F8=NEXT		
F11=LIST		
I0122	NOTIFICATION DISPLAYED.	

**STEP 4: RESULT**

The Notification List appears allowing for the selection of another Notification or access to the Main Menu.

SP265A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS					08/31/00
SP265AO	NOTIFICATION LIST					HH:MM:SS
08/31/2000 T						
SELECT <S> TO READ			PAGE 1 OF 1			
S	DATE/TIME	SENT	SENDER ID	SENDER SHRT NAME	DATE/TIME READ	READ BY
_	08/31/2000	10:46	SYSTEM	AUTH CERT		
_	08/22/2000	15:05	SYSTEM	NEW AGENCY	08/31/2000 HH:MM	E1XXX01
_	08/10/2000	11:59	SYSTEM	NEW ACCT	08/31/2000 HH:MM	E1XXX01
_	08/02/2000	16:24	SYSTEM	PRFL CHG		
_	08/02/2000	15:00	SYSTEM	PMT REVIEW		
F5=MAIN						

## STEP 5: ACTION

Press F5=MAIN to return to the Main Menu.

SP265A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS				08/31/00	
SP265AO	NOTIFICATION LIST				HH:MM:SS	
08/31/2000 T						
SELECT <S> TO READ				PAGE 1 OF 1		
S	DATE/TIME	SENT	SENDER ID	SENDER SHRT NAME	DATE/TIME READ	READ BY
—	08/31/2000	10:46	SYSTEM	AUTH CERT		
—	08/22/2000	15:05	SYSTEM	NEW AGENCY	08/31/2000 HH:MM	E1XXX01
—	08/10/2000	11:59	SYSTEM	NEW ACCT	08/31/2000 HH:MM	E1XXX01
—	08/02/2000	16:24	SYSTEM	PRFL CHG		
—	08/02/2000	15:00	SYSTEM	PMT REVIEW		
F5=MAIN						

## STEP 5: RESULT

The Main Menu appears allowing for the selection of other Menu items.

SP010A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS				08/31/00	
SP010AO	MAIN MENU				HH:MM:SS	
08/31/2000 T						
<1> PAYMENT REQUEST PROCESSING <2> INQUIRY MENU <3> FEDERAL AGENCY FUNCTIONS MENU <4> RFC FUNCTIONS MENU <5> FRB SUPPORT PROCESSING <6> REPORT REQUEST MENU <7> NOTIFICATIONS						
ASAP ID _____						
ORGANIZATION ACCESS CODE						
ENTER SELECTION NUMBER:						
PRESS ENTER						
F2=EXIT						

# **CHAPTER 7:**

# **USER-INITIATED**

# **REPORTS**

## PURPOSE

In this chapter, you will learn how to request each of three reports via the on-line ASAP system.

## OVERVIEW

There are three reports which you may request via on-line screens in the ASAP system for fax delivery to your organization within 24 hours.

- < The **Account Settlement Report** provides historical account activity information on individual ASAP accounts for a date range of any length.
- < The **Report of Accounts with End Dates** lists all of your organizations ASAP accounts which have an End Date, or last draw date, specified in the account profile.
- < The **Cash Management Report** provides summary information sorted by ALC/Recipient ID/CFDA or ALC/Recipient ID/Account ID up to 367 calendar days.

The other reports on the Report Request Menu - Data Retrieval and Debit Vouchers/Deposit Tickets Summary Report - are for Federal Agency use only.

A complete description of each ASAP report is provided in the following sections.

## GETTING STARTED

Each of the user initiated reports is available for request through the Report Request Menu option on the ASAP Main Menu. See the example on the following page.

**ACTION:**

On the Main Menu, type 6 for Report Request Menu and press Enter.

SP010A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP010AO	MAIN MENU	HH:MM:SS
08/02/2000 T		
<1> PAYMENT REQUEST PROCESSING		
<2> INQUIRY MENU		
<3> FEDERAL AGENCY FUNCTIONS MENU		
<4> RFC FUNCTIONS MENU		
<5> FRB SUPPORT PROCESSING		
<6> REPORT REQUEST MENU		
<7> NOTIFICATIONS		
ASAP ID:		ENTER SELECTION NUMBER: 6
ORGANIZATION ACCESS CODE:		PRESS ENTER
F2=EXIT		

**RESULT:**

The Report Request Menu appears.

SP525A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP525AO	REPORT REQUEST MENU	HH:MM:SS
08/02/2000 T		
<1> ACCOUNT SETTLEMENT REPORT		
<2> ACCOUNTS WITH END DATES REPORT		
<3> DATA RETRIEVAL REPORT		
<4> DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT		
<5> CASH MANAGEMENT REPORTS		
		ENTER SELECTION NUMBER: ____
		PRESS ENTER
F2=EXIT	F5=MAIN	

---

## SECTION 7.1

### ACCOUNT SETTLEMENT REPORT

The Account Settlement Report supplements the on-line Account Statement Inquiry feature in ASAP. Each allows you to view activity against any of your ASAP accounts, but the information is slightly different in each.

The Account Settlement Report presents the beginning balance, ending balance, and transactions that affected an ASAP account's available balance for a specified time period. You may request the Account Settlement Report for **any period of time** in the account's history, provided the period does not extend beyond the current date. You may request the entire history for an account at once, from the date of the first account activity up through the current date, or you may specify a date range of any length from a single day upward in the account's existence. The lack of restrictions on date range is **one key difference** between the Account Settlement Report and the Account Statement Inquiry.

Transactions displayed on the Account Settlement Report include **applied authorizations** (increases and decreases), **settled payment requests**, **book entry adjustments**, and **returned payments**. The transactions appear in ascending order according to the date and time associated with the transaction, as described below.

**Authorization transactions** are shown on the Account Settlement Report by **applied date**, which is the date on which the transaction updates an account's available balance in ASAP. Increased authorizations appear as **positive** amounts, and decreased authorizations appear as **negative** amounts. Authorization transactions effective on a future date do not appear on the Account Settlement Report. Future-dated authorizations may be viewed using the Authorization Transaction Inquiry feature.

**Payment transactions or draws** are reflected on the Account Settlement Report when the payment has settled at the receiving financial institution. Use of the **settlement date** for draws on the Account Settlement Report is **another key difference** from the Account Statement Inquiry, which uses the date the payment request was approved in ASAP. Also, on the Account Settlement Report ordinary draws appear as **negative** amounts because they represent an amount moving out of an ASAP account, whereas "negative draw" adjustments appear as **positive** amounts because they represent amounts moving into an ASAP account.

**Book Entry Adjustments**, which move funds between ASAP accounts within a given ALC/Region, are also reflected in the Account Settlement Report. A book entry increase to the available balance of an account appears as a **positive** amount, and a book entry decrease to the available balance appears as a **negative** amount.

**Interstate Authorization Transactions** are used by the Unemployment Trust Fund and are discussed in a supplementary manual.

**Returned Payments** are ASAP payments returned to the ASAP system by a receiving financial institution. Returned Payments are shown on the Account Settlement Report on the date the returned payment was **classified** by an RFC to the ASAP account. The classified date of a returned payment may or may not be the same as the date the returned payment was received by the ASAP system. Classified returned payments appear as **positive** amounts. The RFCs have the ability to reclassify a returned payment if it was incorrectly classified initially. Returned payments that are reclassified INTO an account will be positive amounts and returned payments that are reclassified OUT of an account will be negative amounts.

### REPORT AND SCREEN FIELDS TO NOTE

The following fields appear on the Account Settlement Report and/or the prompt screen:

- < **From** and **To** dates - On the prompt and the report, this is the date range for which you request an Account Settlement Report. If you want to see the entire history of an account on the report without specifying a date range, type “all” in the field labeled **ALL** on the prompt.
- < **Fax or Bulkdata** - On the prompt, this indicates the method by which you will receive the report:

If you specify “F” for fax and provide a fax number, the report will be sent to that fax machine.

The report will be delivered to your fax machine within 24 hours of your request.

- < **Trans** - On the report, this column indicates the transaction type of an amount. Values are:
  - AU** - applied authorization transactions
  - PY** - settled payment requests
  - BE** - posted book entry adjustments
  - RP** - classified returned payments
  - IT** - interstate authorization transfers
- < **Balance** - On the report, this column indicates the **actual** balance of funds in the ASAP account as of the date shown.

The following Example illustrates how to request an Account Settlement Report.



**EXAMPLE**

In this example we will request an Account Settlement Report for a specified date range. At the end of the example you will find a layout of the resulting report.

**STEP 1: ACTION**

After selecting menu option 6 from the Main Menu, the Report Request Menu appears. Choose option 1 and press Enter.

SP525A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP525AO	REPORT REQUEST MENU	HH:MM:SS
08/02/2000 T		
<1> ACCOUNT SETTLEMENT REPORT		
<2> ACCOUNTS WITH END DATES REPORT		
<3> DATA RETRIEVAL REPORT		
<4> DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT		
<5> CASH MANAGEMENT REPORTS		
ENTER SELECTION NUMBER: 1		
PRESS ENTER		
F2=EXIT	F5=MAIN	

**STEP 1: RESULT**

The following screen appears.

SP530F	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP530FO	ACCOUNT SETTLEMENT REPORT	HH:MM:SS
08/02/2000 T		
ENTER: AGENCY LOCATION CODE/REGION: _____/___		
AND RECIPIENT ID: _____		
AND ACCOUNT ID: _____		
AND FROM ___/___/___ TO ___/___/___		
OR ALL: _____		
AND FAX OR BULKDATA: _ (F OR B) FAX NUMBER: (____)____-____		
F4=MENU F5=MAIN		

**STEP 2: ACTION**

Specify the account whose activity you wish to see, along with the desired date range. In this example we will specify F for fax delivery and provide the fax number to which the report will be sent. Press Enter.

SP530F	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP530FO	ACCOUNT SETTLEMENT REPORT	HH:MM:SS
08/02/2000 T		

ENTER: AGENCY LOCATION CODE/REGION: 11000001/

AND RECIPIENT ID: 0101111

AND ACCOUNT ID: F1R10002\_\_\_\_\_

AND FROM 08/02/2000 TO 08/06/2000

OR ALL: \_\_\_\_

AND FAX OR BULKDATA: F (F OR B) FAX NUMBER: (123)456-7890

F4=MENU F5=MAIN

**STEP 2: RESULT**

A message at the bottom of the screen asks you to confirm your request .

SP530F	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP530FO	ACCOUNT SETTLEMENT REPORT	HH:MM:SS
08/02/2000 T		

ENTER: AGENCY LOCATION CODE/REGION: 11000001/

AND RECIPIENT ID: 0101111

AND ACCOUNT ID: F1R10002\_\_\_\_\_

AND FROM 08/02/2000 TO 08/06/2000

OR ALL: \_\_\_\_

AND FAX OR BULKDATA: F (F OR B) FAX NUMBER: (123)456-7890

THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.  
TO RECEIVE THIS REPORT, TYPE "Y" AND PRESS ENTER;  
TO CANCEL, TYPE "N" AND PRESS ENTER. \_

F4=MENU F5=MAIN

**STEP 3: ACTION**

Type Y to confirm and press Enter.

SP530F	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP530FO	ACCOUNT SETTLEMENT REPORT	HH:MM:SS
08/02/2000 T		

ENTER: AGENCY LOCATION CODE/REGION: 11000001/

AND RECIPIENT ID: 0101111

AND ACCOUNT ID: F1R10002\_\_\_\_\_

AND FROM 08/02/2000 TO 08/06/2000

OR ALL: \_\_\_\_

AND FAX OR BULKDATA: F (F OR B) FAX NUMBER: (123)456-7890

THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.  
TO RECEIVE THIS REPORT, TYPE "Y" AND PRESS ENTER;  
TO CANCEL, TYPE "N" AND PRESS ENTER. **Y**

F4=MENU F5=MAIN

**STEP 3: RESULT**

Another message now informs you that your request is accepted.

SP530F	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP530FO	ACCOUNT SETTLEMENT REPORT	HH:MM:SS
08/02/2000 T		

ENTER: AGENCY LOCATION CODE/REGION: 11000001/

AND RECIPIENT ID: 0101111

AND ACCOUNT ID: F1R10002\_\_\_\_\_

AND FROM 08/02/2000 TO 08/06/2000

OR ALL: \_\_\_\_

AND FAX OR BULKDATA: F (F OR B) FAX NUMBER: (123)456-7890

F4=MENU F5=MAIN

**I0074 REPORT REQUESTED. PRESS 'ENTER' OR A FUNCTION KEY TO CONTINUE.**

**STEP 4: ACTION**

If you want to request more reports, either for this account, for other time periods or for other accounts and time periods, press Enter to clear the screen. Here we will just press F4 to return to the Report Request Menu.

SP530F	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP530FO	ACCOUNT SETTLEMENT REPORT	HH:MM:SS
08/02/2000 T		

ENTER: AGENCY LOCATION CODE/REGION: 11000001/

AND RECIPIENT ID: 0101111

AND ACCOUNT ID: F1R10002\_\_\_\_\_

AND FROM 08/02/2000 TO 08/06/2000

OR ALL: \_\_\_\_

AND FAX OR BULKDATA: F (F OR B) FAX NUMBER: (123)456-7890

F4=MENU F5=MAIN

I0074 REPORT REQUESTED. PRESS 'ENTER' OR A FUNCTION KEY TO CONTINUE.

**STEP 4: RESULT**

The Report Request Menu appears.

SP525A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP525AO	REPORT REQUEST MENU	HH:MM:SS
08/02/2000 T		

<1> ACCOUNT SETTLEMENT REPORT

<2> ACCOUNTS WITH END DATES REPORT

<3> DATA RETRIEVAL REPORT

<4> DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT

<5> CASH MANAGEMENT REPORTS

ENTER SELECTION NUMBER:

PRESS ENTER

F2=EXIT F5=MAIN

**STEP 5: ACTION**

Within 24 hours, check the fax machine you specified to receive your report.

**STEP 5: RESULT**

This is the report that was requested.

RUN DATE: 08/02/00      AUTOMATED STANDARD APPLICATION FOR PAYMENTS PROGRAM:SPPQ937U  
RUN TIME: 21:45:15      ACCOUNT SETTLEMENT REPORT      PAGE: 1

AGENCY LOCATION CODE/REGION: 11000001 /      SHORT NAME: US MONEY 1  
RECIPIENT ID: 0101111      SHORT NAME: GRAY U  
ACCOUNT ID: F1R10002

FROM:08/02/2000      TO      08/06/2000

SETTLEMENT/ APPLIED DATE	TRANS	AUTHORIZATIONS	DRAWS/RP/BE	BALANCE
08/02/2000	BAL FWD			0.00
08/02/2000	AU	500,000.00		500,000.00
08/02/2000	PY		-100,000.00	400,000.00
08/02/2000	BE		50,000.00	450,000.00
08/06/2000	PY		-5,000.00	445,000.00
08/06/2000	PY		-25,000.00	420,000.00
08/06/2000	PY		-1,000.00	419,000.00
08/06/2000	PY		-1,000.00	418,000.00
08/06/2000	PY		-1,000.00	417,000.00
08/06/2000	PY		10,000.00	427,000.00
TOTALS:		500,000.00	-73,000.00	

\* \* \* \* \* END OF REPORT \* \* \* \* \*

## SECTION 7.2

### REPORT OF ACCOUNTS WITH END DATES

The Report of Accounts with End Dates lists all ASAP accounts pertaining to your organization which have an End Date, or last draw date, specified in the account profile.

The Federal agency which builds and maintains an ASAP account may choose to include an End Date as part of the account profile. The End Date indicates the last day on which a recipient may draw funds from a particular ASAP account. If an account has an End Date, the ASAP system will automatically change that account's status to Suspended when the system opens on the business day following the End Date. Payment requests and book entry adjustments may not be made against suspended accounts.

Note the distinction between an **End Date** and a **Budget Period End Date**, which also appears on the account profile. The Budget Period End Date may be used by the Federal agency to indicate the end of a time frame important to the grant or assistance agreement behind an ASAP account. One example for the use of the Budget Period End Date would be to indicate the last date on which a recipient may incur expenses under a grant or assistance agreement for later reimbursement. Within ASAP, the Budget Period End Date is strictly for information, and it does not appear on this report.

### REPORT AND SCREEN FIELDS TO NOTE

The following fields appear on the report and/or the prompt screen:

- < **Requestor ID, Recipient ID, Agency Location Code/Region-** If you are logged on as a Payment Requestor, your Requestor ID will automatically appear on the prompt. These fields on the prompt screen allow you to specify a particular Payment Requestor and/or Recipient Organization to narrow the report results.
- < **From and To dates** - On the prompt and the report, these fields indicate the date range within which End Dates may fall. If you leave both dates blank on the prompt, the system will search for End Dates greater than or equal to the current calendar date.
- < **Fax or Bulkdata** - On the prompt, this indicates the method by which you will receive the report:

If you specify "F" for fax and provide a fax number, the report will be sent to that fax machine.

The report will be delivered to your fax machine within 24 hours of your request.

- < **Status** - On the report, indicates the account status as of the date of the report. Values are "O" for Open, "S" for Suspended, and "C" for Closed.

**EXAMPLE**

In this example we will request a report of Accounts with End Dates for a specified Federal Agency, Recipient Organization and date range. At the end of the example you will find a layout of the resulting report.

< One Federal Agency

< One Recipient

< Specified Date Range



**STEP 1: ACTION**

After selecting menu option 6 from the Main Menu, the Report Request Menu appears. Choose option 2 and press Enter.

SP525A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP525AO	REPORT REQUEST MENU	HH:MM:SS
08/02/2000 T		
<1> ACCOUNT SETTLEMENT REPORT		
<2> ACCOUNTS WITH END DATES REPORT		
<3> DATA RETRIEVAL REPORT		
<4> DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT		
<5> CASH MANAGEMENT REPORTS		
ENTER SELECTION NUMBER: 2		
PRESS ENTER		
F2=EXIT F5=MAIN		

**STEP 1: RESULT**

The following screen appears.

SP520A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP520AO	ACCOUNTS WITH END DATES REPORT	HH:MM:SS
08/02/2000 T		
ENTER: AGENCY LOCATION CODE/REGION: /		
AND/OR RECIPIENT ID: _____		
AND/OR REQUESTOR ID:		
AND/OR FROM __/__/____ TO __/__/____		
AND FAX OR BULKDATA: _ (F OR B) FAX NUMBER: (____)____-____		
F4=MENU F5=MAIN		

**STEP 2: ACTION**

Fill in the fields below. In this example we will specify F for fax delivery and provide the fax number to which the report will be sent. Press Enter.

SP520A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP520AO	ACCOUNTS WITH END DATES REPORT	HH:MM:SS
08/02/2000 T		

ENTER: AGENCY LOCATION CODE/REGION: 11000001/

AND/OR RECIPIENT ID: 0101111

AND/OR REQUESTOR ID: 0101234

AND/OR FROM 10/01/1997 TO 09/30/2000

AND FAX OR BULKDATA: F (F OR B) FAX NUMBER: (123)456-7890

F4=MENU F5=MAIN

**STEP 2: RESULT**

A message at the bottom of the screen asks you to confirm your request .

SP520A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP520AO	ACCOUNTS WITH END DATES REPORT	HH:MM:SS
08/02/2000 T		

ENTER: AGENCY LOCATION CODE/REGION: 11000001/

AND/OR RECIPIENT ID: 0101111

AND/OR REQUESTOR ID: 0101234

AND/OR FROM 10/01/1997 TO 09/30/2000

AND FAX OR BULKDATA: F (F OR B) FAX NUMBER: (123)456-7890

**THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.  
TO RECEIVE THIS REPORT, TYPE "Y" AND PRESS ENTER;  
TO CANCEL, TYPE "N" AND PRESS ENTER. \_**

F4=MENU F5=MAIN

**STEP 3: ACTION**

Type Y to confirm and press Enter.

SP520A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP520AO	ACCOUNTS WITH END DATES REPORT	HH:MM:SS
08/02/2000 T		

ENTER: AGENCY LOCATION CODE/REGION: 11000001/

AND/OR RECIPIENT ID: 0101111

AND/OR REQUESTOR ID: 0101234

AND/OR FROM 10/01/1997 TO 09/30/2000

AND FAX OR BULKDATA: F (F OR B) FAX NUMBER: (123)456-7890

THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.  
TO RECEIVE THIS REPORT, TYPE "Y" AND PRESS ENTER;  
TO CANCEL, TYPE "N" AND PRESS ENTER. Y

F4=MENU F5=MAIN

**STEP 3: RESULT**

Another message now informs you that your request is accepted.

SP520A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP520AO	ACCOUNTS WITH END DATES REPORT	HH:MM:SS
08/02/2000 T		

ENTER: AGENCY LOCATION CODE/REGION: 11000001/

AND/OR RECIPIENT ID: 0101111

AND/OR REQUESTOR ID: 0101234

AND/OR FROM 10/01/1997 TO 09/30/2000

AND FAX OR BULKDATA: F (F OR B) FAX NUMBER: (123)456-7890

F4=MENU F5=MAIN

**I0074 REPORT REQUESTED. PRESS 'ENTER' OR A FUNCTION KEY TO CONTINUE.**

**STEP 4: ACTION**

If you wanted to request more reports, you would press Enter to clear the screen. Here we will just press F4 to return to the Report Request Menu.

```
SP520A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP520AO          ACCOUNTS WITH END DATES REPORT                  HH:MM:SS
08/02/2000 T
```

ENTER: AGENCY LOCATION CODE/REGION: 11000001/

AND/OR RECIPIENT ID: 0101111

AND/OR REQUESTOR ID: 0101234

AND/OR FROM 10/01/1997 TO 09/30/2000

AND FAX OR BULKDATA: F (F OR B) FAX NUMBER: (123)456-7890

F4=MENU F5=MAIN

I0074 REPORT REQUESTED. PRESS 'ENTER' OR A FUNCTION KEY TO CONTINUE.

**STEP 4: RESULT**

The Report Request Menu appears.

```
SP525A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP525AO          REPORT REQUEST MENU                            HH:MM:SS
08/02/2000 T
```

<1> ACCOUNT SETTLEMENT REPORT

<2> ACCOUNTS WITH END DATES REPORT

<3> DATA RETRIEVAL REPORT

<4> DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT

<5> CASH MANAGEMENT REPORTS

ENTER SELECTION NUMBER: \_\_\_\_  
PRESS ENTER

F2=EXIT

F5=MAIN

**STEP 5: ACTION**

Within 24 hours, check the fax machine you specified to receive your report.

**STEP 5: RESULT**

This is the report we requested.

```
RUN DATE: 08/02/00    AUTOMATED STANDARD APPLICATION FOR PAYMENTS    PROGRAM:SPPQ936U
RUN TIME: 21:47:35    REPORT OF ACCOUNTS WITH END DATES                PAGE: 1
                        FROM 10/01/1997 TO 09/30/2000
```

```
AGENCY LOCATION CODE/REGION:11000001 /    SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                    SHORT NAME: GRAY U
```

GROUP ID	ACCT ID	ASAP ACCT DESC	END DATE	STATUS
	F1R10001	GRANT NUMBER 1	12/31/1997	O
	F1R10002	GRANT NUMBER 2	06/30/2000	O
	F1R10003	GRANT NUMBER 3	06/30/1998	O
	F1R10004	GRANT NUMBER 4	09/30/2000	O

```
* * * * * END OF REPORT * * * * *
```

**SECTION 7.3****CASH MANAGEMENT REPORTS**

The Cash Management Reports were designed to help Federal Agencies, Payment Requestors and Recipient Organizations with their monthly cash transaction reporting. The reports will assist users in determining draw patterns and number of days between settlement dates. Any ASAP user may request these reports. Information may be sorted by ALC/Recipient ID/ CFDA number or by ALC/Recipient ID/Account ID for a time period of up to 367 calendar days.

**REPORT AND SCREEN FIELDS TO NOTE**

The following fields appear on the report and/or the prompt screen:

- < **Agency Location Code/Region, Recipient ID** - These fields are required on the prompt screen. Either the Agency Location Code or the Recipient ID may be “all” but both cannot be “all”.
- < **CFDA, Account ID** - Either the CFDA or Account ID may be blank, but both can’t be blank.
- < **From and To** dates - The date range is limited to 367 days.
- < **Fax or Bulkdata** - On the prompt, this indicates the method by which you will receive the report:

If you specify “F” for fax and provide a fax number, the report will be sent to that fax machine.

This report will be sent to your fax machine within 24 hours of your request.

**EXAMPLE**

In this example we will request a Cash Management report for one Recipient and all accounts for that Recipient for a specified ALC and date range. At the end of the example you will find a layout of the resulting report.

- < One Federal Agency
- < One Recipient ID
- < All Account IDs
- < Specified Date Range

**STEP 1: ACTION**

After selecting menu option 6 from the Main Menu, the Report Request Menu appears. Choose option 5 and press Enter.

SP525A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/09/00
SP525AO	REPORT REQUEST MENU	HH:MM:SS
08/09/2000 T		
<1> ACCOUNT SETTLEMENT REPORT		
<2> ACCOUNTS WITH END DATES REPORT		
<3> DATA RETRIEVAL REPORT		
<4> DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT		
<5> CASH MANAGEMENT REPORTS		
ENTER SELECTION NUMBER: 5		
PRESS ENTER		
F2=EXIT	F5=MAIN	

**STEP 1: ACTION**

The following screen appears.

SP518A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/09/00
SP518AO	CASH MANAGEMENT REPORTS	HH:MM:SS
08/09/2000 T		
ENTER:	AGENCY LOCATION CODE/REGION: _____ / ____ (ENTER AN ALC OR ALL FOR ALL ALCS)	
AND	RECIPIENT ID: _____ (ENTER A RECIPIENT ID OR ALL FOR ALL RECIPIENTS)	
AND/OR	CFDA: _____	
AND/OR	ACCOUNT ID: _____	
AND DATE RANGE FROM:	____ / ____ / ____	TO: ____ / ____ / ____
AND FAX OR BULKDATA:	____ (F OR B) FAX NUMBER: ( ____ ) ____ - ____	
F4=MENU	F5=MAIN	



**STEP 2: ACTION**

Specify the required information along with the desired date range. In this example we will specify F for fax delivery and provide the fax number to which the report will be sent. Press Enter.

SP518A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/09/00
SP518AO	CASH MANAGEMENT REPORTS	HH:MM:SS
08/09/2000 T		
ENTER: AGENCY LOCATION CODE/REGION: 11000001 /__ (ENTER AN ALC OR ALL FOR ALL ALCS)		
AND	RECIPIENT ID: 0101111	(ENTER A RECIPIENT ID OR ALL FOR ALL RECIPIENTS)
AND/OR	CFDA: _____	
AND/OR	ACCOUNT ID: ALL _____	
AND DATE RANGE FROM:	07 / 01 / 2000	TO: 08 / 09 / 2000
AND FAX OR BULKDATA:	F (F OR B)	FAX NUMBER: ( 202 ) 808 - 1234
F4=MENU F5=MAIN		

**STEP 2: RESULT**

A message at the bottom of the screen asks you to confirm your request.

SP518A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/09/00
SP518AO	CASH MANAGEMENT REPORTS	HH:MM:SS
08/09/2000 T		
ENTER: AGENCY LOCATION CODE/REGION: 11000001 /__ (ENTER AN ALC OR ALL FOR ALL ALCS)		
AND	RECIPIENT ID: 0101111	(ENTER A RECIPIENT ID OR ALL FOR ALL RECIPIENTS)
AND/OR	CFDA: _____	
AND/OR	ACCOUNT ID: ALL _____	
AND DATE RANGE FROM:	07 / 01 / 2000	TO: 08 / 09 / 2000
AND FAX OR BULKDATA:	F (F OR B)	FAX NUMBER: ( 202 ) 808 - 1234
THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.		
TO RECEIVE THIS REPORT, TYPE "Y" AND PRESS ENTER,		
TO CANCEL, TYPE "N" AND PRESS ENTER.		
F4=MENU F5=MAIN		

**STEP 3: ACTION**

Type Y to confirm and press Enter.

SP518A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/09/00
SP518AO	CASH MANAGEMENT REPORTS	HH:MM:SS
08/09/2000 T		
ENTER: AGENCY LOCATION CODE/REGION:11000001 /__ (ENTER AN ALC OR ALL FOR ALL ALCS)		
AND	RECIPIENT ID: 0101111	(ENTER A RECIPIENT ID OR ALL FOR ALL RECIPIENTS)
AND/OR CFDA: _____		
AND/OR ACCOUNT ID: ALL_____		
AND DATE RANGE FROM: 07 / 01 / 2000 TO: 08 / 09 / 2000		
AND FAX OR BULKDATA: F (F OR B) FAX NUMBER: ( 202 ) 808 - 1234		
THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.		
TO RECEIVE THIS REPORT, TYPE "Y" AND PRESS ENTER,		
TO CANCEL, TYPE "N" AND PRESS ENTER. Y		
F4=MENU F5=MAIN		

**STEP 3: RESULT**

Another message now informs you that your request has been accepted.

SP518A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/09/00
SP518AO	CASH MANAGEMENT REPORTS	HH:MM:SS
08/09/2000 T		
ENTER: AGENCY LOCATION CODE/REGION:11000001 /__ (ENTER AN ALC OR ALL FOR ALL ALCS)		
AND	RECIPIENT ID: 0101111	(ENTER A RECIPIENT ID OR ALL FOR ALL RECIPIENTS)
AND/OR CFDA: _____		
AND/OR ACCOUNT ID: ALL_____		
AND DATE RANGE FROM: 07 / 01 / 2000 TO: 08 / 09 / 2000		
AND FAX OR BULKDATA: F (F OR B) FAX NUMBER: ( 202 ) 808 - 1234		
F4=MENU F5=MAIN		
I0074 REPORT REQUESTED. PRESS 'ENTER' OR A FUNCTION KEY TO CONTINUE.		

**STEP 4: ACTION**

Press F5 to return to the Main Menu.

SP518A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/09/00
SP518AO	CASH MANAGEMENT REPORTS	HH:MM:SS
08/09/2000 T		
ENTER: AGENCY LOCATION CODE/REGION:11000001 /__ (ENTER AN ALC OR ALL FOR ALL ALCS)		
AND	RECIPIENT ID: 0101111	(ENTER A RECIPIENT ID OR ALL FOR ALL RECIPIENTS)
AND/OR	CFDA: _____	
AND/OR	ACCOUNT ID: ALL_____	
AND DATE RANGE FROM: 07 / 01 / 2000 TO: 08 / 09 / 2000		
AND FAX OR BULKDATA: F (F OR B) FAX NUMBER: ( 202 ) 808 - 1234		
F4=MENU F5=MAIN		
I0074 REPORT REQUESTED. PRESS 'ENTER' OR A FUNCTION KEY TO CONTINUE.		

**STEP 4: RESULT**

The Main Menu is displayed.

SP010A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP010AO	MAIN MENU	HH:MM:SS
08/02/2000 T		
<1> PAYMENT REQUEST PROCESSING		
<2> INQUIRY MENU		
<3> FEDERAL AGENCY FUNCTIONS MENU		
<4> RFC FUNCTIONS MENU		
<5> FRB SUPPORT PROCESSING		
<6> REPORT REQUEST MENU		
<7> NOTIFICATIONS		
ASAP ID: ENTER SELECTION NUMBER:		
ORGANIZATION ACCESS CODE: PRESS ENTER		
F2=EXIT		

**STEP 5: ACTION**

Within 24 hours, check the fax machine you specified to receive your report.

**STEP 5: RESULT**

The report we requested is on the next page.

## Requested Reports

## Cash Management Reports - Example

RUN DATE: MM/DD/CCYY  
RUN TIME: HH:MM:SS

AUTOMATED STANDARD APPLICATION FOR PAYMENTS  
AVERAGE DAY ANALYSIS BY ALC/RECIPIENT ID/ACCOUNT ID REPORT

PROGRAM: SPPQ985U  
PAGE: 99999

AGENCY LOCATION CODE/REGION: 11000001  
RECIPIENT ID: 0101111  
ACCOUNT ID: ALL  
CFDA:  
DATE RANGE: 07/01/2000 - 08/09/2000

SHORT NAME: US MONEY1  
SHORT NAME: GRAY U

RECIPIENT ID: 0101111      SHORT NAME: GRAYU

ACCOUNT NUMBER	CFDA	GROUP ID	BEGINNING BALANCE	AUTHORIZATIONS	PAYMENTS & ADJUSTMENTS (PY/RP/BE)	AVAILABLE ENDING BALANCE	AVG DAYS
12345678901234567890	99.999	99999999999	99,999,999,999,999.99	99,999,999,999,999.99	9,999,999,999,999.99	99,999,999,999,999.99	999.9
F1R10003	10.564		15,120,555.78	1,100,254,555.23	223,456,235.45-	891,918,875.56	5.7
TOTALS:			99,999,999,999,999.99	99,999,999,999,999.99	9,999,999,999,999.99	99,999,999,999,999.99	99.9

\*\*\*\*\*END OF REPORT\*\*\*\*\*

# **CHAPTER 8:**

  

# **GETTING OUT USING PASSPORT FOR WINDOWS**

## PURPOSE

In this chapter, you will learn how to log off of the ASAP system. Logging off improperly may cause problems on your next attempt to access ASAP.

### Logoff Procedures

- C Within ASAP, navigate to the ASAP Main Menu or any sub-menu.
- C Press **F2-Exit**.
- C You are returned to the "WELCOME TO AT&T" logo screen. In the menu bar, click on **Terminal** and then click on **Disconnect**.
- C Click on **Terminal** again, and then click on **Close**.

**IF AT ANY TIME YOU ENCOUNTER PROBLEMS**, contact your servicing RFC's ASAP Help Desk staff.

# **APPENDIX 1:**

  

# **SCREEN/REPORT FIELD DESCRIPTIONS**



FIELD TITLE	DESCRIPTION
Accepted Authorization Amount	Shows the total dollar amount of increase and decrease authorization transactions submitted in the batch, which were accepted and are awaiting certification.
Accepted CNT	Shows the number of increase and decrease authorization transactions submitted in the batch, which were accepted and are awaiting certification.
Account Description	This required free form entry field with a 30-character alphanumeric maximum describes the account.
Account Detail ID	A 30 character field that may be used to further define the use of funds in a Control Account. This field may not contain leading spaces. Each Control Account may have up to 300 account details.
Account ID	The level at which a Federal Agency controls the flow of funds. This control may be <b>at</b> program level, <b>below</b> program level, or <b>above</b> program level. This up-to-20-character alphanumeric account identifier is assigned by the Federal Agency.
Account Status Indicator	This 1-character alpha field indicates if the account is open (O), suspended (S), or closed (C). This field defaults to O if left blank.
Action	This required 1-character alpha field, is used to designate the desired screen activity. The available actions are displayed, and the available actions vary for the different functions within ASAP. In this field, the user has the option to: Add (A), Change (C), Delete (D), Inquiry (I), Post (P), Validate (V), Refresh (R), Jump (J), Escape (E), Cancel (C) or Certify All (A).
Adjustment Reason	An optional description of the adjustment entered by the user of up- to- 3 lines of 50 characters each, used to identify the reason for a Book Entry Adjustment.
Adjustment Reference	An optional identifier from 1 to 15 characters which may be Number assigned to a book entry adjustment.
Agency Location Code	This required 8-digit numeric field is the Agency Location Code of the Federal Agency.

<b>FIELD TITLE</b>	<b>DESCRIPTION</b>
Agency Reference Number	This optional free-form 15-character alphanumeric field may be entered at either the Authorization Entry Prompt or Authorization Entry screen. The Agency Reference Number may be entered to annotate each page of authorization transactions as they are entered in to ASAP.
All	May be used on the Certify On-Line Authorization Prompt to indicate that the user would like to view all authorizations entered on-line that are awaiting certification.
Allow Book Entry Adjustment Indicator	May be used by the Federal Agency to indicate whether the account may have Book Entry Adjustments made against it. Defaults to Y.
Amount Requested	The amount of funds requested from each desired Account ID displayed. This required field may not exceed \$999,999,999.99 for Fedwire payments, \$99,999,999.99 for ACH payments.
ASAP 1031 Indicator	Used by the Federal Agency to specify whether payment requests against the account may be initiated by 1031 wire message by an authorized financial institution.
ASAP ID	A 7 to 10 position number used to identify an organization in ASAP. For Federal Agencies, this is the 8-digit ALC or the 10-digit ALC/Region. For Payment Requestors, this is the 7-digit Requestor ID. For Recipient Organizations, this is the 7-digit Recipient ID. The ASAP ID is required at initial sign-on at the ASAP Main Menu.
ASAP Sequence Number	A system-generated sequence number assigned to payment requests and book entry adjustments.
Authorization Amount	The dollar amount of the authorization for each desired account. This amount is not to exceed \$99,999,999,999.99.
Authorization Date From and To	Entered on the Certify On-Line Authorization Prompt to specify that the user would like to view authorizations entered on-line during the specified period of time.
Authorization Sequence Number	This system-generated field is a unique identifier, assigned by ASAP to each page of authorization transactions upon posting. It identifies the date of entry, the terminal of entry, the session number, and the time of posting.

FIELD TITLE	DESCRIPTION
Available Balance	This system-generated field contains the Available Balance, which is the net of all activity against the account. It includes the Cumulative Authorized Amount, plus returned payments, plus book entry credits, minus approved payment requests, minus book entry debits.
Begin Date	May be used by the Federal Agency to indicate on the Account Profile the date on which the grant period starts.
Budget Period End Date	Allows the Federal Agencies to record at their discretion the date up to which expenses related to this program may be incurred by the Recipient. This field is for information only; the date specified here has no effect on whether or not payment requests against an account in ASAP are approved by the system.
Cash on Hand	This optional field allows the user to indicate the amount of Federal Agency funds that the Requestor has in its bank account. This amount is not to exceed \$999,999,999.99.
Certified Authorization Amt	Total dollar amount of increase and decrease authorization transactions that were certified and will update the available balances of the affected ASAP accounts.
Certified CNT	Number of increase and decrease authorization transactions that were certified.
CFDA Number	There is a 5-digit CFDA number for many Federal grant programs. There is a table of valid CFDA numbers stored in the ASAP system, and the CFDA number may be part of the account profile created by the Federal Agency.
CMIA Indicator	May be used by the Federal Agency to specify on the Account Profile whether the ASAP Account <b>(Y) is</b> or <b>(N) is not</b> covered by the Cash Management Improvement Act (CMIA).
Control Account Indicator	May be used by the Federal Agency to specify whether Account Details will be added to an account. If this indicator is set at Y, the ASAP 1031 indicator may not be set at Y. Defaults to N if not specified.
Create Date	This field indicates the date on which the account was created by the Federal Agency.

FIELD TITLE	DESCRIPTION
Cumulative Authorized Amount	This is the net of all authorization activity for this account. It equals increase authorizations, minus decrease authorizations. This field is system generated.
Days on Review	This field on the Review Payment Request List indicates the number of days the payment request has been awaiting agency review.
Decrease Avail Bal By Amount	The amount of money moved <b>out</b> of an ASAP Account by a Book Entry Adjustment transaction.
Default Warehouse Indicator	This field on the Federal Agency Profile indicates whether accounts associated with the Federal Agency's ALC may (Y) or may not (N) be eligible for payment warehousing.
Del Method	The Delivery Method field (abbreviated "DEL METH") on the Review Payment Request List screen indicates the type of delivery (A for ACH or F for Fedwire) requested for the payment.
Effective Date	This field contains the date that the authorization will be effective. This field is in the standard date format (MM/DD/CCYY). The Effective Date may be the current date, any previous date, or a date up to 1 year and 1 day in the future.
End Date	May be used by the Federal Agency to indicate in the Account Profile the date on which the grant period ends. When an End Date is entered on an Account Profile, the End Date must be greater than or equal to the current system cycle date. If an End Date is indicated on an Account Profile, the Account Status automatically changes to Suspended on the day following the End Date, and no payment requests may be made against that account <b>after</b> the End Date. However, the system allows payment requests to be made up to and including the End Date for settlement on the End Date or on a future date.
File ID	The File ID consists of the FILE NUMBER and CYCLE DATE. Users may specify a File ID in order to view a specific batch file of authorizations that is awaiting certification, rather than specifying a File Transmission Date range on the Certify Batch Authorization Prompt screen.

FIELD TITLE	DESCRIPTION
File Transmission Date and To	By entering a date range in the File Transmission Date From and From To fields on the Certify Batch Authorization Prompt, you will bring up a list of batch authorizations transmitted to ASAP during the time period specified that are awaiting certification.
Frequency	May be used by the Federal Agency to set the time frames for a maximum draw amount. The time frames can be set at daily, monthly, quarterly, and/or total frequencies.
Funding Technique	May be used by the Federal Agency to indicate on the Account Profile the funding technique selected by the Recipient Organization for programs covered by CMIA.
Group ID	This optional field entered on the Account Profile by the Federal Agency contains the group identifier that links two or more accounts.
I/D	This required 1-character alpha field indicates whether the authorization amount is an increase (I), or a decrease (D) to the available balance. Available balances cannot be decreased below zero.
Increase Avail Bal By Amount	The amount of money moved <b>into</b> an ASAP account.
ITM#	This system-generated field contains the item number assigned by ASAP to each transaction upon posting that distinguishes each transaction within a sequence number. Item numbers are assigned to authorization, payment and book entry adjustment transactions.
Mainframe Indicator	If a pseudo ABA appears on a Federal Agency profile, this field indicates whether that pseudo ABA represents a mainframe connection or a PC with Fedline software. Y for Yes means that the pseudo ABA is for a mainframe, N for No means that the pseudo ABA is for a Fedline device.
New Password	This field allows the user to change their password. At the first sign on the user is required to change their password. Thereafter, the user can use this field to change their password whenever they desire.

<b>FIELD TITLE</b>	<b>DESCRIPTION</b>
Organization Access Code (OAC)	The OAC is a password for organizations assigned by ASAP. It is used in conjunction with the ASAP ID when signing on at the ASAP Main Menu.
Password	The password is unique to each individual user. It must be entered in conjunction with an individual's User ID when signing on to the system.
Payment Warehouse	On the Federal Agency profile, this field indicates whether the Indicator Agency as a whole allows payment warehousing against its accounts. On the Account Profile, this field indicates whether warehoused payment requests may be made against that particular account. In either case, Y for Yes means that warehousing is allowed, N for No means warehousing is not allowed.
Pseudo ABA	An ABA Number is a 9-digit number that the FRB uses to identify financial institutions. In order for the Federal Reserve Bank (FRB) to route reports to ASAP users' Fedline terminals or mainframe connections, the FRB assigns pseudo ABAs to make the users "look like" a financial institution to the FRB.
Recipient ID	This required 7-digit numeric field identifies the Recipient Organization. Recipient IDs are generated by ASAP when the Recipient Organization profile is created by the RFC.
Region	This optional 2-digit alphanumeric field may be used in conjunction with the ALC as a designator for the Region of the Federal Agency.
Report Delivery Method	On the Federal Agency profile, there are three fields for Report Delivery Method. These fields indicate how Payment-related reports, Authorization-related reports and Account-related reports are to be delivered to the Agency. Report Delivery Methods are P for Paper, F for Fax or B for Bulkdata.
Req Settle Date	On the Review Payment Requests List screen, this field indicates the date of delivery requested for the payment.
Requestor ID	This required 7-digit numeric field identifies the Payment Requestor. Requestor IDs are generated by ASAP when the Payment Requestor profile is created by the RFC.

<b>FIELD TITLE</b>	<b>DESCRIPTION</b>
Requestor Reference Number	This optional 15-character alphanumeric field allows the user to identify the payment request. A single Requestor Reference Number may be assigned to summary payment requests; separate Requestor Reference Numbers may be assigned to individual payment requests.
Runtime Password	This is the password associated with CQ software. It is set to a user-selected password when the software is installed. The user is then prompted for this password after entering the #dial command at the C:\ prompt to begin dialing in through CQ.
Select	A number of ASAP screens contain a Select field (sometimes abbreviated SEL or S). On Inquiry screens, the user enters S in the Select field to navigate to view detail on a particular item.
Settlement Date	This required field contains the date when the actual transfer of funds from ASAP to the Requestor's bank occurs. If you are requesting an ACH payment (summary or individual), the settlement date must be either the next business day or a business day up to 32 calendar days from the current cycle date. If you are requesting a Fedwire payment (individual or summary payment), the settlement date must be equal to the current cycle date. The data entered in this field must be in MM/DD/CCYY format.
STA	A number of ASAP screens contain a Status field. For authorization-related screens, valid statuses are U for Uncertified, A for Approved, R for Rejected, D for Deleted, and W for Warehoused. For payment transaction-related screens, valid statuses are A for Approved, W for Warehoused, R for Rejected, H for Held, or C for Canceled.
Template Name	This required maximum 10-character alphanumeric field contains the name of the Payment Requestor's template to be added, changed, deleted, or used to make a Template Payment Request.
Threshold	May be used by the Federal Agency to set the amount at or above which payments requests will be forwarded for Agency Review.
TIN	A Taxpayer Identification Number (TIN) is a 9-digit number used for tax reporting.
Total Amount Requested	For summary payments, the user must specify the total amount requested (positive draws less negative draws).

<b>FIELD TITLE</b>	<b>DESCRIPTION</b>
Total Estimated Grant Amount	May be used by the Federal Agency to indicate on the Account Profile the estimated total grant award.
Type of Payment	In this required 1-character alpha field, you will enter "I" for individual payment(s), or "S" for a summary payment. Individual payments may be delivered via either ACH or Fedwire; summary payments may be delivered via ACH or Fedwire as well.
USERID	The USERID is a required field and is unique to the individual user.



# **APPENDIX 2:**

# **GLOSSARY**

**Account Balance** - The amount of funds in an account against which payment requests may be made. Also called Available Balance.

**Account Profile** - Federal Agencies create account profiles. The profile contains the ALC, Recipient ID and Account ID combination which makes the account unique. The account profile also contains the Requestor who may make payment requests against that account, and other information about the account, such as the grant period, the CFDA number, and whether the account is covered by CMIA.

**Account Statement** - Users may inquire on an account using Account Statement Inquiry to see all transactions that have been made against that account for a 93-day period.

**Account** - An account is the unique combination of the Federal Agency's Agency Location Code (ALC), Recipient ID, and Account ID. There cannot be more than one account within ASAP containing the same values.

**ACH** - See Automated Clearing House.

**Agency Location Code (ALC)** - An ALC is an 8-digit number used to identify a Federal Agency.

**Agency Review** - The Federal Agency has the option of setting a threshold amount for all their accounts, all the accounts for a single Recipient Organization, or one account. Any payment requests in an amount equal to or greater than the threshold amount are forwarded to the Federal Agency for review.

**ASAP ID** - This 7 to 10-digit field is used to identify an organization in the ASAP system. Requestors and Recipients have a 7-digit number that is generated by the ASAP system; Federal Agencies use their ALC or their ALC/Region as their ASAP ID.

**Authorization** - An authorization is established for each account by the Federal Agency responsible for the account. The authorization advises recipients of the amount of Federal financial assistance available for a particular program for a specified period of time.

**Automated Clearing House (ACH)** - ACH is a method of funds transfer that allows Requestors to receive funds on either the next business day or a business day up to 32 calendar days in the future, after the date of the payment request.

**Bulkdata** - Bulkdata is the file transfer utility used by the Federal Reserve Bank. This is the utility used for Federal Agencies to submit batch files of account and authorization transactions to ASAP, as well as the utility used to deliver reports to Federal Agency mainframe connections and PCs running Fedline software.

**CA\$HLINK** - A global cash concentration and financial reporting system used to manage the collection of government revenues, and to report balances to Federal Agencies.

**CFDA - Catalog of Federal Domestic Assistance** - There is a 5-digit CFDA number for many Federal grant programs. There is a table of valid CFDA numbers stored in the ASAP system, and the CFDA number may be part of the account profile created by the Federal Agency.

**Classified Returned Payment** - A Classified Returned Payment is a returned payment that has been identified and restored to the account from which the funds were originally requested. The RFC handles classifying returned payments. Federal Agencies are advised by printer notification when a returned payment has been classified to one of their accounts; returned payments are also shown on the Account Statement and the Agency Payment Report.

**Control Account** - A Control Account allows the Agency to associate up to 300 Account Details with each account. The Agency funds the accounts at the account level and the payment requests and accounting are done at the detail level.

**CQ/3270** - This software package allows the Federal Agencies, RFCs and EBT Processors to access all on-line functions of ASAP.

**Cycle Date** - The cycle date is the current system date. The cycle date is displayed in the upper left-hand corner of the screen when the user is on-line with ASAP.

**Federal Agency (FA)** - Federal Agencies provide funds to Recipient Organizations for various Federal programs. Federal Agencies establish accounts and spending authorizations in ASAP for their programs and recipient organizations.

**Federal Reserve Bank (FRB)** - The Federal Reserve Bank of Richmond developed the ASAP system along with FMS. The FRB is responsible for assigning terminal IDs, individual logon IDs and passwords; the FRB also provides encryption devices and software to access the ASAP system.

**Fedline** - Fedline is FRB software that allows Federal Agencies to transmit batch files and receive reports from ASAP. No on-line functions of ASAP can be accessed through Fedline.

**Fedline/3270** - This is a combination software package that allows users to access on-line functions of ASAP, as well as to transmit batch files and receive reports from ASAP.

**FEDWIRE** - FEDWIRE is a same-day payment mechanism. If a Requestor makes a payment request with the current cycle date as the settlement date, the payment is made within minutes of the receipt of the approved payment request via FEDWIRE. FEDWIRE is also called FUNDS.

**Function Keys** - Allows the user to navigate between screens in ASAP. The standard function keys are:

F2=EXIT - to log off of ASAP

F3=PRMT - to return to the previous prompt screen

F4=MENU - to return to the previous menu

F5=MAIN - to return to the Main Menu

F7=PGUP - to move to the previous page of data

F8=PGDN - to move to the next page of data

**FUNDS** - See FEDWIRE.

**GOALS (Government On-line Accounting Link System)** - An on-line system that enables agencies to submit their monthly reports to Treasury.

**Individual Payment** - An Individual Payment means that there will be separate transfer of funds to the Requestor's bank account for each ASAP Account from which funds are requested. Using either type of payment request process (Master or Template), the Payment Requestor can request Individual Payments for each payment request made. Individual Payments may be made either through FUNDS or ACH payment mechanisms.

**Master Payment Request** - A Master Payment Request allows the user to build a master list of accounts from which the user organization may draw, by specifying Agency Location Code and Recipient ID combinations on the prompt screen. The Payment Requestor can page through the list and request funds from the desired accounts.

**Maximum Draw Amount** - The Federal Agency has the option of setting parameters that designate daily, monthly, quarterly and/or total maximum draw lifts for some or all of their accounts. The ASAP system will reject any payment requests made for an amount in excess of the limit.

**Organization Access Code (OAC)** - The OAC is a password for organizations. It is used in conjunction with the ASAP ID when signing on at the ASAP Main Menu.

**Payment Requestor** - A Payment Requestor is any entity that has the authority to initiate payment requests for Recipient Organizations. A Payment Requestor may initiate payment requests for other organizations, and the Payment Requestor may be a Recipient Organization.

**Pseudo ABA** - An ABA Number is a nine-digit number that the FRB uses to identify financial institutions. In order for the Federal Reserve Bank (FRB) to route reports to ASAP users' Fedline terminals or mainframe connections, the FRB assigns pseudo ABAs to make the users "look like" a financial institution to the FRB.

**Recipient** - See Recipient Organization.

**Recipient Organization** - A Recipient Organization is any entity that uses the funds disbursed by ASAP based on payment requests made by Payment Requestors.

**Regional Financial Center (RFC)** - The Regional Financial Centers are part of the Financial Management Service. The RFCs handle enrollment, provide user support, and process returned payments.

**Requestor** - See Payment Requestor.

**Returned Payment** - A Returned Payment is a payment received by the ASAP system. Recipients/Requestors may return funds to ASAP through their financial institution via FEDWIRE or ACH. Returned Payments are monitored by the RFC and are classified to the proper ASAP account, or they are reversed back to the sending financial institution if the funds cannot be identified.

**Reversed Returned Payment** - If a Returned Payment is received and cannot be identified, the RFC can reverse (send back) the payment to the originating financial institution.

**Settlement Date** - The date that funds will be transferred to the Payment Requestor's financial institution. The Settlement Date for ACH payments is the next business day or a date up to 32 calendar days in the future; the Settlement Date for FEDWIRE payments is the current date.

**Summary Payment** - A summary payment allows the user to request funds from multiple ASAP accounts, and receive one transfer of funds. Using either type of payment request mechanism (Master or Template), the Payment Requestor can have all payment requests rolled into one Summary Payment. Summary Payments are only available for funds disbursed by ACH or Fedwire. Remittance information for each account from which funds were requested is contained in the addenda records of the ACH payment.

**Suspense Account** - This is a special account in ASAP that receives all returned payments. This account is monitored by the RFC.

**Template** - Payment Requestors can store account information on a template to facilitate requesting funds on a regular basis from a number of accounts.

**Template Payment Request** - A Template Payment Request allows the Payment Requestor to request funds from a set of accounts stored on a template previously created.

**User ID** - Each individual user of ASAP is issued a User ID. Your User ID gives you access to specific functions within the ASAP system.

## APPENDIX 3:

## **TROUBLESHOOTING**

In this appendix, errors that can be corrected by the user will be explained, and the steps in correcting the errors will be given. The errors/error messages are listed alphabetically.

There may be times when an error is not one that the user can correct. Such errors are:

- Inconsistent terminal type for reconnect processing - Restart
- Input endpoints not defined
- Input message ignored
- User ID suspended
- User ID suspended for password violations
- User ID revoked
- ACF2 Security Violation

In these cases, the user must call their servicing Regional Financial Center.

If you are unable to correct a problem using these guidelines, or if you experience a problem for which a solution is not provided in this chapter, please contact your servicing RFC at the number provided in Chapter 2, page 3 of this guide.

**New Password is not Minimum Length** - Passwords must be a minimum of 6 characters.

**New Password Matches Previous Password and Is Rejected** - You can not pick a password that you have used any of the last 6 times that you selected a password.

**Password Expired** - Passwords expire every 30 days. Enter your User ID, your old password in the Password field, and a new password in the New Password field. The New Password must be 6-8 characters in length and cannot be the same password used any of the previous 6 times that the user changed the password. You will also get this message if you have typed your user ID and a temporary password assigned by the FRB and hit **Enter** without specifying a new password. This is your prompt to select a new password.

**Password Not Matched** - You have entered a password that does not match what you had previously selected as your password. Retype the correct password in the password field and hit **Enter**.



# **APPENDIX 4:**

  

# **AGENCY & SYSTEM REVIEW FUNCTIONS**

## AGENCY & SYSTEM REVIEW FUNCTIONS

After the account profile has been entered and posted, the Federal Agency may choose to use one of the following options from the Account Functions Menu:

- < **Maximum Draw Amount Prompt:** The Federal Agency has the option of setting parameters that designate daily, monthly, quarterly and/or total maximum draw amounts for some or all of its accounts. The ASAP system will reject any payment requests made for an amount in excess of the limit.
- < **Agency Review Criteria Prompt:** The Federal Agency may set a threshold to specify that requests at or above a certain dollar amount for selected accounts be forwarded for Agency Review. The threshold can apply to a single account, all the accounts for a single Recipient Organization, or all the accounts established by the agency.

## GUIDANCE FOR INVOKING AGENCY REVIEW FUNCTIONS IN ASAP

The Agency Review features were developed in ASAP to provide a mechanism for Federal Agencies to better control Federal domestic assistance cash outlays for cash management purposes.

Federal Agencies are responsible for monitoring the ASAP accounts, performing cash management of funds, and taking the appropriate actions necessary to ensure the proper use of the accounts by the user organizations.

In evaluating the implementation of Agency Review and Maximum Draw Amounts, FMS recognized that Federal Agencies need to balance controlling cash outlays and ensuring compliance with grant awards, with the Cash Management Improvement Act and Treasury / State Agreements.

This Guidance is intended to assist Federal Agencies and Recipient Organizations in evaluating ASAP account transactions for compliance with good cash management practices.

**Purpose** - Agency Review and Maximum Draw Amounts are recommended for use at a Federal Agency's discretion for situations related to non-compliance with proper cash management and reporting requirements. Notification must be sent to the Recipient Organization prior to implementation.

1. Federal Agencies are responsible for managing grant programs. Since they have the responsibility of assuring compliance with good cash management practices, each Federal Agency will define the circumstances under which Agency Review and Maximum Draw Amounts are invoked. Consideration factors could include, but not be limited to, the dollar value of the grant award and the history of cash management performance by the Recipient Organization.
2. Both features are considered extreme measures to be instituted as a last resort for grantees. Federal Agencies should have extensive discussions with the Recipient Organization prior to any decision to place an account on agency review or maximum draw.
3. When invoking Agency Review features, the Federal Agency must regularly and routinely log on to ASAP throughout the day to review payment requests.

**Notification** - Federal Agencies must insure that Recipient Organizations receive notification 30 days prior to invoking Agency Review or Maximum Draw.

1. The notice will include, at a minimum, the date of the notice, the specific reasons why the Recipient Organization will be placed on Agency Review, the date the Agency Review feature will be invoked, the name and address of the Federal Agency authorizing official, and the name and phone number of a Federal Agency contact.
2. The notification will be sent to the primary contacts identified in the Recipient Organization and Payment Requestor profiles in the ASAP system.
3. Recipient Organization appeals related to the decision should be in writing and addressed to the Federal Agency authorizing official.

4. When Agency Review or Maximum Draw Amounts are invoked for an ASAP account; the ASAP system automatically generates an immediate system notification to the recipient organization advising the Agency Review and/or Maximum Draw Amount feature is in effect. Any changes to an Agency Review or Maximum Draw Amount parameter will also generate an ASAP system notification.

**CMIA Implications** - Federal Agencies who plan to use Agency Review and Maximum Draw Amounts shall be mindful of the Cash Management Improvement Act and regulations, the associated Treasury/State Agreements, grant award documents, the general financial positions of their recipients, and the relative fiscal impacts.

1. Timeliness of reviews by Federal Agencies is critical in order to minimize payment delays for recipients and avoid CMIA interest liabilities. Federal interest liabilities will accrue if payment delays result from the use of Agency Review.
2. States must submit specific documentation to support all Federal interest liability claims resulting from the use of Agency Review and/or Maximum Draw Amounts.

**Time frame** - Federal Agencies should review their decision to place Recipient Organizations under maximum draw and/or agency review every 90 days to determine the need to continue. If a Federal Agency decides to invoke these features for another 90-day period, it must notify the Recipient Organization at least 10 days prior to the end of each 90-day period.